DOCUMENT RESUME

ED 126 785 HE 007 695

TITLE The University of Connecticut Laws and By-Laws.
INSTITUTION Connecticut Univ., Storrs.
PUB DATE 74
NOTE 97p.

EDRS PRICE MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS *Academic Standards; Administrative Organization; *Administrative Policy; Administrator Responsibility; *College Faculty; *Governance; *Higher Education; *State Universities; Teacher Responsibility
IDENTIFIERS *Faculty Handbooks; University of Connecticut

ABSTRACT

The 1974 faculty handbook of the University of Connecticut contains the laws, bylaws, and rules of the board of trustees, and the bylaws, rules, and regulations of the university senate. Topics covered include administrative organization and academic standards and requirements. (KE)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED126785

The University Of Connecticut Laws and By-Laws

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

HE 007 695

TENTH EDITION, REVISED
STORRS, CONNECTICUT 1974

The University Of Connecticut Laws and By-Laws

Laws, By-Laws, and Rules of the Board of Trustees
By-Laws, Rules, and Regulations of the University Senate

Tenth Edition, Revised
Storrs, Connecticut 1974

TABLE OF CONTENTS

LAWS, BY-LAWS, AND RULES OF THE BOARD OF TRUSTEES

Art. I. Board of Trustees 6
Art. II. Organization of the Board of Trustees 6
Art. III. Rules of Procedure and Order of Business 6
Art. IV. Officers of the Board of Trustees 7
Art. V. Committees of the Board of Trustees 7
Art. VI. Restrictions on Purchasing Sources 8
Art. VII. President of the University 8
Art. VIII. Provost 9
Art. IX. Vice Presidents 11
Art. X. The University 15
A. Administrative Organization 15
B. Officers of Administration 16
C. The President's Council 16
D. The Provost's Council 16
E. The Council of Deans 16
F. The University Senate 17
G. The Schools and Colleges 22
H. The Divisions 24
I. The Institutes and Centers 29
J. The Departments 29
K. The University Staff 30
L. General Policies and Practices 52
Art. XI. Repeal and Amendment 58

BY-LAWS, RULES, AND REGULATIONS OF THE UNIVERSITY SENATE

I. By-Laws 61
A. Quorum 61
B. Order of Business 61
C. Senate Committees 61
D. Senate Meetings 64
E. Changes in By-Laws, Rules, and Regulations 65
II. Rules and Regulations 65
A. Admission 65
1. Minimum Requirements 65
2. Admission of Gifted Students 66
3. New England Regional Program 67
4. Advanced Standing and Transfer of Credit 67
5. Unclassified Students 68
B. Registration 69
1. Late Registration 69
2. Credits Permitted in a Semester 69
3. Part-time Students 70
4. Attending Courses Without Credit 70

5. Registration in Courses Labeled "credits and hours by arrangement." 70
6. Laboratory Credits 71
7. Repeating Courses 71
8. Adding or Dropping Courses 71
9. Withdrawals and Leaves of Absence 72
C. Minimum Requirements for Undergraduate Degrees 72
1. Requirements in General 72
a. Credit Extension Courses 73
b. Residence Requirement 73
c. Exemptions and Substitutions 73
d. Examination for Course Requirements 74
e. Eight-Year Rule 74
f. Applicability of Requirements 74
g. Second Degree 74
2. Minimum University Course Requirements 74
a. Distribution Requirement 74
b. Required Course in English 75
3. Conferring of Degrees 76
D. Choice of Studies 76
1. Levels of Instruction and Prerequisites 76
2. Course Credit by Examination 77
3. Time When Certain Courses Must Be Taken 78
4. Majors 78
5. Change of School 78
6. Military Training 78
E. Scholastic Standing 79
1. Classification of Students 79
2. Undergraduate Marks 79
3. Quality Points 81
4. Semester and Mid-Semester Reports 81
5. Absences 81
6. Semester Examinations 82
7. Cheating 83
8. Suspension or Expulsion 83
9. Scholastic Probation and Dismissal 84
F. Scholastic Honors 86
1. Dean's List 86
2. Degrees with Distinction 86
3. Honors 88
4. University Scholars 88
5. Honors Program 89
G. Eligibility for Participation in Collegiate Activities 89
1. Intercollegiate Competitions 89
2. Intramural Activities 90
H. University Calendar 90
I. Miscellaneous 90
1. Faculty Absences 90
2. Scheduling Student Events 91
3. Reading Period 91
4. Metanoia 91

FOREWORD

This is the December, 1974 edited revision of the tenth edition of the "By-Laws," often referred to as the "Blue Book." Earlier editions appeared in May 1930, November 1933, November 1935, March 1943, December 1949, June 1953, September 1956, January 1964, and June 1966. The tenth appeared as of June 1971.

This revision reflects a careful search of the Minutes of meetings of the Board of Trustees and of the University Senate, and is believed to be thoroughly inclusive of their actions through November 1974. It will, of course, become out of date as changes are made in the rules and regulations, but a corrected and up-to-date copy is kept at the office of the President where it can be consulted during regular office hours.

Conservative editorial principles have been applied in constructing this revision. Two pertinent considerations of some significance deserve comment, however. The first is represented throughout the text by changes reflecting the Trustees' action of September 13, 1974, which called for

> "Replacement of the word *Provost* with the word *President*, with the understanding that all duties formerly assigned to the Provost will be assumed by the President except where delegated by the President to one or more of the Vice Presidents or other staff officials. . . ."

All references to the office of Provost (where possible in terms of the sense of the passage) have accordingly been normalized to read "President." Otherwise the word "Provost" has been printed in brackets.

A second consideration has led to another sort of editorial decision. Articles VIII, IX and X (A-E) will eventually require fuller attention by the Trustees. With respect to Articles VIII and X (A-E), we have for the time being drawn attention to related current arrangements in the footnotes.

Article IX (Vice Presidents), however, has been omitted in favor of a substitute version (printed in brackets to emphasize its informational character) which advertises certain assignments and delegations of duties already in effect either by delegation from the President, or vote of the Trustees, or both. The 1971 text of Article IX is provided in a footnote.

Similarly, in order to reflect the reassignment among several officials of certain duties formerly discharged by the Dean of Students, reference to that title has been normalized throughout to "Office of Student Affairs and Services."

LAWS, BY-LAWS, AND RULES OF THE BOARD OF TRUSTEES

Article I—Board of Trustees

1. The functions of the Board of Trustees are legislative and not executive. The Board appoints the President; determines the general policy of the University, including the establishment of new schools and colleges; makes laws for its government; manages its investments; and directs the expenditure of its funds. It shall be the duty of each Trustee to attend regular and special meetings.

Article II—Organization of the Board of Trustees

1. The corporate authority of The University of Connecticut is vested in a Board of Trustees.

2. Officers of the Board shall be elected at the July meeting.

3. There shall be regular meetings of the Board of Trustees on the second Friday of each month except August. Unless otherwise ordered, the regular meetings shall be held in Storrs.

4. Special meetings of the Board of Trustees shall be called by the Chairman upon the written request of at least five members.

5. A written notice of all meetings shall be mailed to each member at least one week before the date set for the meeting. Notices of special meetings shall state the purpose for which the meeting is called.

6. A majority of the current membership of the Board shall constitute a quorum for the transaction of all business.

7. Ordinarily the March meeting of the Board shall be the regular meeting for the recommendation by the President of promotion of members of the faculty and staff and for the award of academic tenure. The President is authorized to appoint and to reappoint, from time to time, members of the professional staff who are in positions which do not lead to tenure or who are serving probationary appointments in positions which would ultimately lead to tenure. Such appointments and reappointments will not require prior action by the Board, but will be reported to them for their information.

Article III—Rules of Procedure and Order of Business

1. General parliamentary rules, except as modified by the rules and regulations of the Board, shall be observed in conducting the business of the Board in session.

2. At all regular meetings and at special meetings, so far as practicable, the following order of business shall be observed:

   a. Consideration of the minutes of the last meeting

   b. Election of officers

   c. Reports and recommendations of the President of the University

   d. Reports of special committees

e. Consideration of communications and petitions

f. Unfinished business

g. Miscellaneous or new business

3. Actions by the Board to adjust fees shall lie on the table until the second subsequent meeting in order to give interested parties an opportunity to comment upon the pending actions.

Article IV—Officers of the Board of Trustees

1. The officers of the Board of Trustees, apart from His Excellency, the Governor, who is President ex officio, shall be a Chairman, Vice-Chairman, and a secretary.

2. The duties of the Chairman shall be as follows:

a. To call special meetings of the Board when necessary.

b. To preside, in the absence of the Governor, at all meetings.

The Chairman is privileged to make or discuss motions, and to vote on all questions.

3. The duties of the Vice-Chairman shall be to act for the Chairman in case of his absence or incapacity.

4. The duties of the Secretary shall be as follows:

a. To mail, or cause to be mailed a written notice of all meetings to each member of the Board at least one week before the date set for the meeting.

b. To call meetings of the Board in the absence of the Chairman and Vice-Chairman.

c. To call meetings of the Board in case the Chairman fails to do so, on the written request of at least five members of the Board.

d. To keep a record of all meetings and transmit a copy of the minutes of each meeting to every member of the Board at least one week prior to the next meeting.

Article V—Committees of the Board of Trustees

1. The Board shall act as a committee of the whole on all matters requiring action.

2. The Board may appoint from time to time such special or standing committees as may be necessary to make studies or preliminary investigations necessary for determining Board action. Special committees are automatically discharged when their reports are acted upon by the Board.

3. The provisions of the two preceding sections to the contrary notwithstanding, the Finance Committee of the Board of Trustees is authorized to buy and sell securities and the chairman of this committee is authorized to instruct the Vice President for Financial Affairs or the University Controller to execute the necessary assignment.

8

Article VI–Restrictions on Purchasing Sources

1. No equipment or supplies for The University of Connecticut shall be purchased from any Trustee of said institution, nor from any partnership in which any Trustee may be a member, nor from any corporation in which a Trustee of said institution, or any member of his family shall be a substantial stockholder.

Article VII–President of the University

1. The President of the University is the chief executive and administrative officer of the University. In this capacity he is responsible for managing the operation of the University and for carrying out and enforcing all policies and regulations adopted by the Board for the operation of the University and is given authority requisite to that end.

2. The President may participate in all discussions in Board meetings, but shall not vote. He is ex officio a member of all committees of the Board, but shall not vote.

3. The duties of the President shall be as follows:

   a. To attend all meetings of the Board except when the Board requests otherwise.

   b. To submit to the Board from time to time such recommendations and information concerning any phase of University policy or administration as may seem necessary to the best interests of the University.

   c. To appoint all members of the University faculty and staff.

   d. To call and preside over meetings of the University Senate and the faculties of the several colleges and schools.

   e. To appoint such committees as he deems necessary, and define their duties.

   f. To act as the official medium of communication between the Board of Trustees and University officers and staff members.

   g. To submit annually to the Board of Trustees for their approval a list of students recommended for graduation by the faculties of the various schools and colleges. Diplomas shall be signed by the President of the University.

   h. To summarize and coordinate the budget estimates submitted by schools, colleges, divisions, and departments, and in consultation with [the Provost,] the Vice President for Finance and Administration, the deans of the several schools and colleges, and the directors of divisions, prepare a budget adjusted to the income of the University and the needs of the work.

   i. To preserve at the University all papers and records ordered on file by the Board.

   j. To present to the Board for prior approval the annual budget for each fiscal year.

k. To suspend or expel students when necessary.

l. To be the official representative of the Board of Trustees in all matters affecting the University which come before the General Assembly.

m. To be the official representative of the Board of Trustees in all matters affecting the University which involve other departments of State Government.

n. To direct the assignment of all plant facilities, including buildings, offices, classrooms, laboratories, equipment, and land, and establish uniform rules pertaining to their proper use.

o. To prepare such reports as are required by the Board, the State, and the Federal Government.

Article VIII—Provost[1]

1. The Provost is the chief coordinator and supervisor of the University's program of instruction and research. He also coordinates the formulation of policies and administration of all schools, colleges, divisions, institutes, and branches of the institution.

2. The Provost shall:

a. serve as acting president in the absence of the President.

b. attend all meetings of the Board of Trustees, except when the Board requests otherwise. He may participate in discussions but shall not vote.

c. eliminate so far as possible unnecessary overlapping and duplication in the offerings, functions, and services of the academic parts of the University.

d. preside at meetings of the Provost's Council.

e. preside in the absence of the President at meetings of all faculties and of the University Senate.

f. be a member of all faculties and of the University Senate.

g. approve the selection and adjustment in service of all professional personnel.

---

[1] Attention is drawn to the Trustees' action of September 13, 1974, which called for "Replacement of the word *Provost* with the word *President*, with the understanding that all duties formerly assigned to the Provost will be assumed by the President except where delegated by the President to one or more of the Vice Presidents or other staff officials . . . ."

Of the duties listed here thus assumed by the President, some have in turn been delegated or otherwise assigned to other officials, as partially described in substitute Article IX, below.

h. carry on continuing studies of the effectiveness of personnel in the teaching, research, and administrative programs of the University.

i. assist deans and directors of divisions in preparing budgets, and recommend budgets and budget adjustments for the several schools, colleges, and divisions to the President.

j. serve as an appellate agency for students or staff members in appeals from decisions of vice presidents, deans, or directors.

k. interpret the by-laws, rules, and regulations of the University Senate and of the schools and colleges.

l. function in the administration of rules and regulations of the University Senate in ways designated by the Senate.

m. be a member *ex officio* of all standing committees of the University Senate and of the several faculties.

n. arrange the schedule or regular meetings of the faculties of the several schools and colleges and of the University Senate.

o. assume responsibility for the University catalogs.

p. conduct such studies and promote such activities in the University as a whole as will result in a more adequate and effective educational and research program.

q. diffuse such information among the members of the University staff as will promote the understanding, integration, and coordination of the educational program of the University.

r. grant leaves of absence to members of the professional staff in conformity with the rules and regulations of the Board of Trustees; and, in granting leaves of absence without pay, designate whether such leaves were or were not granted for educational purposes in conformity with the State statutes and the policies of the Board of Trustees.

11

[Article IX - *The Vice Presidents*[1]

[A. 1. The Vice Presidents are responsible to the President for guidance and general supervision of the programs of the University which are assigned either directly to them or to the organizational components which report to them.

2. They shall give direction and assistance to the deans and directors in respect to their administrative duties and shall accept such other responsibilities as may be assigned to them by the President.

[B. Vice President for Academic Affairs

1. The Vice President for Academic Affairs is the chief coordinator and supervisor of the University's program of instruction and research, except that which is assigned to the Vice President for Health Affairs (as defined below). He also coordinates the formulation of policies and administration of all schools, colleges, divisions, institutes, and branches of the institution, except in those areas specifically assigned to the other Vice Presidents.

2. The Vice President for Academic Affairs shall:

a. serve as acting president in the absence of the President.

b. attend all meetings of the Board of Trustees, except when the Board requests otherwise. He may participate in discussions but shall not vote.

c. eliminate so far as possible unnecessary overlapping and duplication in the offerings, functions, and services of the academic parts of the University.

d. preside at meetings of the Council of Deans.

e. preside in the absence of the President at meetings of all faculties and of the University Senate.

f. be a member of the University Senate and of all faculties except those assigned to the supervision of the Vice President for Health Affairs.

g. approve the selection and adjustment in service of all professional personnel except those employed by components organized under the supervision of other Vice Presidents.

h. carry on continuing studies of the effectiveness of personnel in the teaching, research, and administrative programs of the University.

1The revised language of this substitute article has been approved by the President as reflecting current assignment and/or delegation of responsibilities and duties. The full text of Article IX as it appeared in the tenth (1971) edition is as follows:

Article IX—Vice Presidents

A. Vice President for Financial Affairs

1. The Vice President for Financial Affairs is responsible to the President and Provost for the financial and business management of the University.
2. The Vice President for Financial Affairs shall:
   a. attend all meetings of the Board of Trustees, except when the Board requests otherwise. He may participate in discussions but shall not vote.
   b. approve the selection and adjustment in service of all personnel under his jurisdiction.

i. assist deans and directors of divisions in preparing budgets, and recommend budgets and budget adjustments for the several schools, colleges, and divisions to the President.

j. serve as an appellate agency for students or staff members in appeals from decisions of deans or directors supervised by him.

k. interpret the by-laws, rules, and regulations of the University Senate and of the schools and colleges.

l. function in the administration of rules and regulations of the University Senate in ways designated by the Senate.

m. be a member ex officio of all standing committees of the University Senate and of the several faculties, excepting those organized under the supervision of the Vice President for Health Affairs.

n. arrange the schedule for regular meetings of the University Senate and of the faculties of the several schools and colleges.

o. assume responsibility for the University catalogs.

p. conduct such studies and promote such activities in the University as a whole as will result in a more adequate and effective educational and research program.

q. diffuse such information among the members of the University staff as will promote the understanding, integration, and coordination of the education program of the University.

r. grant leaves of absence to members of the professional staff except those under the supervision of other vice presidents, in conformity with the rules and regulations of the Board of Trustees; and, in granting leaves of absence without pay, designate whether such leaves were or were not granted for educational purposes in conformity with the State statutes and the policies of the Board of Trustees; and coordinate the discharge of this responsibility by the other vice presidents where appropriate.

[C. **Vice President for Finance and Administration**

1. The Vice President for Finance and Administration is responsible to the President for the financial and business management of the University.

(note cont'd)

c. with the Provost assist the President in the preparation of the University budget.

d. be responsible for all monies and funds of the University, regardless of their source. He shall make provision for the safekeeping of such monies and funds, and for an accurate accounting of their receipt and expenditure.

e. submit regular reports to the President and to the Board of Trustees showing the financial condition of the University and all of its constituent parts; and submit an annual statement showing the assets and liabilities of the various funds of the University.

f. make such reports to the State Comptroller or to other State or Federal officials as may be required on the inventories, property, and financial operations of the University.

2. *The Vice President for Finance and Administration shall:*
   a. *attend all meetings of the Board of Trustees, except when the Board requests otherwise. He may participate in discussions but shall not vote.*
   b. *approve the selection and adjustment in service of all personnel under his jurisdiction.*
   c. *assist the President in the preparation of the University budget.*
   d. *be responsible for all monies and funds of the University, regardless of their source. He shall make provision for the safekeeping of such monies and funds, and for an accurate accounting of their receipt and expenditure.*
   e. *submit regular reports to the President and to the Board of Trustees showing the financial condition of the University and all of its constituent parts; and submit an annual statement showing the assets and liabilities of the various funds of the University.*
   f. *make such reports to the State Comptroller or to other State or Federal officials as may be required on the inventories, property, and financial operations of the University.*
   g. *shall supervise the following divisions of the University:*
      1. *Physical Plant, the division charged with construction, repair and maintenance of buildings, grounds, and equipment of the University.*
      2. *Personnel Services, the division charged with the recruitment and training of classified personnel, and with the management of personnel services and benefits.*
      3. *Business Office, the division charged with the accounting function, including the preparation of payrolls, budget and financial reports.*
      4. *Purchasing and Warehousing, the division charged with purchasing, central stores and warehousing.*
      5. *Housing and Food Services, the division charged with the fiscal management of residence halls and food services.*
      6. *Data Processing, the division charged with processing of data identified with certain administrative operations.*
      7. *Public Safety, the division charged with plant protection and safety fire protection.*

(note cont'd)

g. shall supervise the following divisions of the University.
   1. Physical Plant, the division charged with construction, repair and maintenance of buildings, grounds, and equipment of the University.
   2. Personnel Services, the division charged with the recruitment and training of classified personnel, and with the management of personnel services and benefits.
   3. Business Office, the division charged with the accounting function, including the preparation of payrolls, budget and financial reports.
   4. Purchasing and Warehousing, the division charged with purchasing, central stores and warehousing.
   5. Housing and Food Services, the division charged with the fiscal management of residence halls and food services.

h. serve as an appellate agency for students or staff members in appeals from decisions of personnel supervised by him.

i. grant leaves of absence to members of the professional staff in those components organized under his supervision in conformity with the rules and regulations of the Board of Trustees; and, in granting leaves of absence without pay, designate whether such leaves were or were not granted for educational purposes in conformity with the State statutes and the policies of the Board of Trustees.

[D. Vice President for Health Affairs

1. The Vice President for Health Affairs is the coordinator of the University's program of instruction and research performed by the University Health Center. He coordinates the formulation of policies and administration of the Schools of Allied Health Professions, Pharmacy and Nursing, and of the Division of Health Services.

2. The Vice President for Health Affairs shall:

a. attend all meetings of the Board of Trustees, except when the Board requests otherwise. He may participate in discussions but shall not vote.

b. be a member of all faculties in the teaching and research units described above.

c. approve the selection and adjustment in service of all professional personnel employed by the components organized under his supervision.

d. assist deans and directors of divisions in preparing budgets, and recommend budgets and budget adjustments for the several schools, colleges, and divisions to the President.

e. serve as an appellate agency for students or staff members in appeals from decisions of deans or directors supervised by him.

f. grant leaves of absence to members of the professional staff in those components organized under his supervision in conformity with the rules and regulations of the Board of Trustees; and, in granting leaves of absence without pay, designate whether such

---

(note cont'd)

6. Data Processing, the division charged with processing of data identified with certain administrative operations.
7. The division charged with plant protection and safety and fire protection.

B. Vice Presidents (Academic Programs)

1. The Vice Presidents (Academic Programs) are responsible to the President and Provost for guidance and general supervision of the academic programs of the University which are assigned to them.
2. The Vice Presidents (Academic Programs) shall give direction and assistance to the deans and directors in respect to their administrative duties and shall accept such other responsibilities as may be assigned to them by the President or Provost.

leaves were or were not granted for educational purposes in conformity with the State statutes and the policies of the Board of Trustees.

[E. Vice President for Student Affairs

1. The Vice President for Student Affairs shall be the chief student personnel officer of the University, and supervise the work of those components formerly identified as the Division of Student Personnel (X, H, 2, d.)

2. The Vice President for Student Affairs shall:

a. attend all meetings of the Board of Trustees, except when the Board requests otherwise. He may participate in discussions but shall not vote.

b. approve the selection and adjustment in service of all professional personnel employed by the components organized under his supervision.

c. assist deans and department heads in preparing budgets, and recommend budgets and budget adjustments for the several schools, colleges, and divisions to the President.

d. serve as an appellate agency for students or staff members in appeals from decisions of deans or department heads supervised by him.

e. grant leaves of absence to members of the professional staff in those components organized under his supervision in conformity with the rules and regulations of the Board of Trustees; and, in granting leaves of absence without pay, designate whether such leaves were or were not granted for educational purposes in conformity with the State statutes and the policies of the Board of Trustees.]

Article X—The University

The University shall in all its activities represent the highest and most unselfish form of service.

A. Administrative Organization[1]

1. The administration of the University is determined in part by legislative enactment, in part by the laws and by-laws of the Board of Trustees, and in part by regulations made by the President, the University Senate and the several faculties.

[1]Sections A through E, inclusive, have been variously affected by the actions noted above with respect to reassignment and delegation of duties. No attempt has been made here to revise the language of the 1971 edition.

B. Officers of Administration[1]

1. University
   a. President
   b. [Provost]
   c. Vice Presidents
2. Schools, Colleges, Divisions, Institutes and Centers, and Departments.

   Each school, college, division, institute, and center shall have a dean or director and such other administrative assistants as are authorized by the President and the Board of Trustees. Each department shall have an executive officer, the Head.
3. Each administrative officer shall submit to the President such reports as are requested by the President.

C. The President's Council[1]

1. *Membership*

   The President's Council shall consist of the President, [the Provost,] the Vice Presidents, the Dean of the Graduate School, the Dean of the College of Liberal Arts and Sciences, three other persons to be selected by the deans from among their own number to serve overlapping three-year terms, and the chairmen of the standing committees of the University Senate.
2. *Functions*

   The Council shall serve as an advisory body to the President on such matters as may be brought before it by the President or by any member of the Council.

[D. The Provost's Council[1]

1. *Membership*

   The Provost's Council shall consist of the Provost, the Vice Presidents (Academic Programs), the Deans of the Schools and Colleges on the Storrs Campus, the Dean of the School of Social Work, the Dean of Students, the Dean of Continuing Education Services and the Director of University Libraries. The Provost is authorized to add others to the list temporarily for the consideration of specific matters.
2. *Functions*

   The Provost's Council shall serve as an advisory body to the Provost in all matters pertaining to the integration and coordination of the educational program of the University.]

E. The Council of Deans[1]

1. *Membership*

   The Council of Deans shall consist of the Deans of the various

schools and colleges, the Dean of Students, and the Dean of Continuing Education Services.

2. *Functions*

The Council furnishes a forum in which the deans may discuss matters of common interest.

F. The University Senate

1. *Membership*

The University Senate shall consist of seven members *ex officio*, namely the President, the Vice President for Academic Affairs, the Vice President for Health Affairs, the Vice President for Finance and Administration, the Vice President for Student Affairs and Services, the Dean of the Graduate School, and the Dean of the College of Liberal Arts and Sciences, and

eighty-six elected members, as follows:

a. Two administrative officers elected by and from among a group composed of the deans of the other schools which are Senate electoral constituencies and the Director of University Libraries.
b. Seventy-two members of the faculty elected according to one or the other of the two faculty electoral processes described in 2.b below.
c. Five other professional staff members elected by and from the constituencies described in 2.c below.
d. Five undergraduate students.
e. Two graduate students.

2. *Elections*

The election of faculty and other staff members to the Senate shall normally be held between December and February and shall be conducted by secret ballot. A minimum of one week, excluding time when the University is in recess, shall be allowed between the distribution and collection of ballots for Senate elections. Those elected shall take office on July 1. All elections shall be in the charge of the President and the returns shall be certified by two inspectors of election selected by the Senate.

In any Senate election, a person eligible for election who feels he would be unable to serve shall be given an opportunity to withdraw his name from the list of candidates for nomination. The names of those persons who have withdrawn, as well as the names of persons who are completing two consecutive terms, shall be indicated on the nominating ballot.

The ballot for the second vote (election ballot) in any Senate election must indicate the number of votes each nominee received. In addition, there must be listed the names of those persons who were not nominated but who received at least 70% of the number of votes

received by the nominee with the fewest votes. After the election, the number of votes received by those persons who were elected and the number of votes received by nominees who were not elected must be made public.

The President shall retain on file the number of votes cast for each candidate in each constituency for each annual class whose term has not expired. He shall designate the available candidate with the highest vote at the last previous election in the proper constituency as the alternate to replace any senator whose place will be vacant in any semester because of resignation, retirement, or leave of absence from the University. Priority in case of tie votes shall be determined by lot. Such alternates shall be designated for one semester at a time and at the beginning of the semester unless the vacancy occurs later. When it is known that there will be a vacancy throughout the last year or last two years of a three-year term in a constituency not otherwise scheduled to participate in a regular annual election, then that constituency will participate in order to elect a replacement to serve for the one- or two-year period remaining in the unexpired term.

The term of office of a senator shall begin on July 1 and shall extend for one year in the case of student members and for three years in the case of other elected members.

Senators shall be eligible for re-election, except that a member who has completed two consecutive three-year terms shall be ineligible for re-election to serve during the year which immediately follows the period of consecutive service (which may have been extended by virtue of election to the Senate Executive Committee).

a. For purposes of electing the two administrative officers, the electors described in 1.a, above, shall determine the procedure which they will follow.

b. Two electoral processes for faculty membership in the Senate shall be followed, (1) constituency and (2) at-large. Faculty members shall not be eligible to stand for election or to vote in the first regular election following their initial appointment to the staff or in an election held during the final academic year of their appointment.

(1) Faculty constituency elections

The voting members of the faculty (see below, Sec. X.G.1) of each of the following units shall for these purposes be deemed an electoral constituency: College of Agriculture and Natural Resources, School of Allied Health Professions, School of Business Administration, School of Education, School of Engineering, School of Fine Arts, School of Home Economics, College of Liberal Arts and Sciences, School of Nursing, School of Pharmacy, School of Social Work, Hartford Branch, Southeastern Branch, Stamford Branch, Torrington Branch, and Waterbury Branch. A person who is a voting member of more than one faculty will belong to only one constituency, that of the faculty in which his or her principal appointment is held.

The number of senators to be elected from each constituency will be one for each thirty faculty members or major fraction thereof within that constituency, with the proviso that each school or branch will have at least one senator. The faculty of a school or branch that is thus allocated more than one senator will have the option of establishing subconstituencies. Senators chosen from a constituency will be elected by and from among the members of that constituency. The determination of the proper number of senators to be allocated to each constituency will be reviewed annually by the President. The annual schedule for electing members from each constituency shall be determined by the President in such a way as to provide for the optimum staggering of three-year terms within each constituency and for a reasonable degree of uniformity in the total number of members to be elected each year from all constituencies. To achieve these objectives, when a constituency becomes eligible to elect an additional senator, the initial term may be limited to one or two years in order that succeeding three-year terms may begin in the most appropriate years.

(2) At-large elections

The number of faculty elected at large will be the number remaining after the number of senators to be elected from constituencies is subtracted from seventy-two. Senators chosen at large will be elected by and from the faculties located at the Storrs campus.

c. The five other professional staff members shall be elected according to procedures approved by the President from three constituencies as described below. Staff members are ineligible to stand for election or to vote in the first regular election following their initial appointment to the staff.

(1) Full time university educational assistants, department heads, and deans in the Division of Student Affairs and Services; who shall elect one senator.

(2) Full time staff members holding the titles of university librarian I, II, III, university assistant or associate librarian, and Director of University Libraries; who shall elect one senator.

(3) Full time staff members (except those who hold appointments as voting members of a faculty) holding the titles of university educational director, university director, university assistant director, assistant vice president, university coordinator, university educational assistant I, II, III (except in Student Affairs and Services), university library assistant I, II, III, university library specialist, extension agent, associate extension agent, assistant extension agent, extension professor, associate extension professor, assistant extension professor, extension instructor, specialist I, II, III, IV, clinical professor, associate clinical professor, assistant clinical professor, clinical instructor, research professor, research associate I, II, research assistant III, and lecturer; who shall elect three senators.

d. Undergraduate student members shall be selected by procedures established with the President's approval by the Federation of Students and Service Organizations.

e. Graduate student members shall be selected by procedures established with the President's approval by the Graduate Student Council.

3. *Functions*

The University Senate is a legislative body and concerns itself with minimum rules and general regulations pertaining to all undergraduate schools and colleges and with policy insofar as it pertains in a general way to the educational program of the institution and is not reserved to the Board of Trustees, to the administration, or to the several faculties.

4. *Officers*

The President of the University shall be Chairman of the University Senate. He may designate another member to preside. In the absence of the President or his designee, the Chairman of the Senate Executive Committee shall preside. At a meeting called at the request of at least twenty-five percent of the members, the presiding officer shall be the Chairman of the Senate Executive Committee.

A recording secretary of the Senate, elected by the Senate, is normally responsible for taking minutes of Senate meetings and distributing these to the professional staff.

5. *Meetings*

Meetings of the University Senate shall be held regularly at times to be fixed by the President on the advice of the Senate. The times of meetings shall be published in the catalog.

Special meetings of the University Senate may be called by the President; or by the Secretary at the request of at least twenty-five percent of the members. Such request, with signatures, shall be presented in writing to the Secretary. The call for a special meeting shall be issued at least a week in advance of the meeting and shall state the purpose of the meeting.

On the request of any member of the Senate, if supported by four of his colleagues, a record vote shall be taken. These record votes shall be made a part of the minutes.

6. *Minutes and Reports*

Copies of the minutes of the meetings of the University Senate shall be filed, one in the President's office, one with each of the Vice Presidents, and one in the Registrar's Office. The Registrar's Office shall be the central place for filing actions of the University Senate, and the Registrar's copy shall be the official copy. Copies of the minutes shall also be mailed to members of the Senate, upon request to all members

of the staff on the Storrs campus and at the branches with the rank of instructor or above, and to a selected list of administrative officers.

7. *Committees*

The Senate Executive Committee shall consist of seven members elected by the Senate from among the elected faculty members of the Senate. Elections shall follow the annual election of such members, and shall normally take place in April. A term of service on the Executive Committee shall begin on July 1 and shall be for three years. The term of membership in the Senate of a person elected to the Executive Committee shall be automatically extended, if necessary, to be co-terminal. Three of the seven members shall be elected in 1975 and at three-year intervals thereafter; two members shall be elected in each intervening year. A vacancy shall be filled by election for the duration of the vacancy. After the annual election, the Senate shall elect one of the seven members to serve as Chairman of the Executive Committee for a one-year term which may be renewed.

The Senate Executive Committee is responsible for organizing and coordinating the business of the Senate and of Senate committees. To this end it shall maintain a clerical staff and an office. It shall distribute an agenda for each Senate meeting to the professional staff at least five days before the meeting. (Items of an extraordinary nature may be considered at a Senate meeting which have not been included in the agenda for that meeting.) It shall receive the reports of Senate committees before they are forwarded to the Senate. It also shall be available to be consulted as the voice of the Senate, especially in reference to resolutions of the Senate which are designed to be transmitted ultimately to the Board of Trustees. Its members shall also constitute the faculty membership of the Trustee-Administration-Faculty-Student Committee.

The Senate may appoint and define the duties of such standing or special committees as it desires.

The President shall be *ex officio* a member of all standing committees.

Each standing committee shall keep an accurate typewritten record of its proceedings and shall file copies thereof with the President, the Vice Presidents, and the Registrar. Reports shall be presented to the University Senate as often as the amount and nature of business warrants, and at least annually. A condensed report may be made at the discretion of the committee chairman unless a full report is requested.

Special committees shall be considered as discharged, without formal vote, when their final reports have been received by the Senate.

G. The Schools and Colleges

1. *Membership*

With the exception of the Graduate School, the faculty of each school or college shall consist of the President, the appropriate Vice President, the dean of the school or college, and all full-time professors, associate professors, assistant professors, and instructors belonging to departments administratively organized in the school or college, and others who are appointed by the President, either as voting members of the faculty or as associates and consultants without voting rights. The faculty of the Graduate School shall include the President, the Vice President for Academic Affairs, the Vice President for Health Affairs, the Dean of the School, and all members of the University staff appointed by the President as graduate advisers.

2. *Functions*

Staffs with definite legislative powers are organized and held responsible for carrying out effectively certain major functions. The several schools and colleges represent organized responsibility for carrying out these functions.

It is the function of each school or college:

a. To enforce the rules and regulations of the University Senate as they apply.

b. To set up and administer curriculum and undergraduate degree requirements for its own students; but standards less rigid or less specific than those established by the University Senate for the University as a whole may not be set up. However, by vote of the faculty, standards more rigid or more specific than those outlined for the University as a whole may be imposed.

c. To administer courses established by the Senate that serve to meet the curriculum requirements of the Senate, and to establish and administer other courses in fields appropriate to the school or college, provided that all courses open to freshmen and sophomores are approved by the Senate.

d. To set up admission requirements in line with the purpose and responsibility of the school or college.

e. To set up and administer curriculum and undergraduate degree requirements, with particular reference to the junior and senior years, and to suggest basic and prerequisite courses for the freshman and sophomore years.

f. To submit to the President for transmittal to the Board of Trustees the names of students who have completed graduation requirements.

g. To plan and execute programs of research and service in line with the general policy of the University and the available staff and facilities.

h. To study the scholastic, professional, and general progress of its students and assist them in vocational and educational planning and placement.

i. To maintain adequate records and reports on students, staff, programs and services, and budget.

j. To integrate its program with the general program of the University and to foster effective coordination of effort.

k. To secure the safety and proper inventory of all university property assigned to it for instructional, research, or service purposes.

3. *Officers*

The President of the University shall be chairman of the faculties of the several schools and colleges. [In the absence of the President, the Provost shall preside.]

In the absence of the President [and the Provost,] the dean of the school or college concerned shall preside, or, if he prefers, the faculty may elect a presiding officer.

The dean of each school or college shall be its executive officer.

The dean shall be responsible to the President through the [Provost and] the appropriate Vice President for the work and proper administration of his school or college.

Each school or college shall elect annually a secretary who will call the meeting to order in the absence of the President, [the Provost,] and the Dean.

4. *Meetings*

Meetings of the schools and colleges shall be held regularly at times to be fixed by the President on advice of the school or college. The times of meeting shall be published in the catalog.

The schedule of regular meetings of the several schools and colleges shall be arranged by the President.

Special meetings of the several schools and colleges may be called by the President; or by the secretary, at the request of at least twenty-five per cent of the voting members. Such request, with signatures, shall be presented in writing to the secretary. The call for a special meeting shall be issued at least a week in advance of the meeting and shall state the purpose of the meeting.

5. *Minutes and Reports*

Copies of the minutes of the meetings of the several schools and colleges shall be filed, one in the President's office, [one with the Provost,] one with the dean of the school or college concerned, and one in the Registrar's Office. The Registrar's Office shall be the central place for filing actions of all faculties, and the Registrar's copy shall be the official copy. [The President] shall communicate in writing to the secretaries of the various schools and colleges and of the University Senate, in so far as they are mutually concerned, such actions of policy by these bodies as will, if reported, promote the understanding, integration, and coordination of the educational program of the University.

6. *Committees*

a. Standing Committees

The President shall appoint and define the duties of all standing committees, including the Executive Committee of the Graduate School.

The [Provost and the] dean of the school or college concerned shall be ex officio members of all standing committees.

Each standing committee shall keep an accurate typewritten record of its proceedings and shall file copies thereof with the President, [the Provost,] the Registrar, and the dean of the appropriate school or college. Reports shall be presented to the appropriate school or college as often as the amount and nature of business warrants, and at least annually. A condensed report may be made at the discretion of the committee chairman unless a full report is requested.

b. Special Committees

Special committees may be set up by the President, the deans of schools and colleges, or the faculties of schools and colleges at any time. The members of special committees in the several schools and colleges shall be selected by the appropriate dean unless the faculty specifies some other means of selection.

All special committees shall report to the authority which initiated their appointment and shall be considered as discharged, without formal vote, when their final reports have been made.

H. The Divisions

1. *General Organization and Functions*

a. Membership

Each Division shall consist of an executive officer, the Director, and a staff of assistants. Each director shall be responsible [through the Provost] to the President for the work and proper administration of his Division, including the hiring of professional personnel.

b. Minutes and Reports

Each director shall keep adequate records of all personnel, program, and budgets of his division and shall submit such reports as are required by the President [and as are requested by the Provost] in connection with his work as coordinator of the educational program of the University.

c. Committees

Each director shall have an advisory committee appointed by the President.

Such committees shall report annually to the Senate for information. These committees are advisory to the directors of the divisions, and not to the Senate, nor are they responsible to the Senate.

Special committees shall be set up by the President or the Directors as required.

d. Functions

The divisions as administrative units are non-legislative in character and do not administer curricula or determine course offerings. They are units whose programs and services cross-section the University.

It is the function of each division (a) to integrate its program with the general program of the University and to foster effective coordination of effort, and (b) to secure the safety and proper inventory of all University property assigned to it for instructional, research, or service purposes.

2. *Specific Functions*

a. The Division of Health Service

It is the function of the Division of Health Service:

(1) To require of every student registering on the campus for the first time a complete health history and a physical examination done by his own physician and recorded on forms supplied by the division; and to review these examinations so as properly to advise regarding desirable adjustments in academic and extra-curricular activities.

(2) To conduct physical examinations on all candidates for intercollegiate athletic activities and applicants for employment in the service departments, such as plant maintenance, farm, dairy, creamery, dining hall, etc.

(3) To develop, in cooperation with the Schools of Education and Nursing, a program of examination and tuberculin testing so as to insure as far as possible that the students of these schools are free of any communicable disease.

(4) To maintain health records for all students.

(5) To safeguard the health of the general student body by confining students with contagious diseases to the infirmary or by requiring that they leave the campus.

(6) To supply information concerning students' health to administrative officers, counselors, instructors, coaches, and others eligible to receive it, provided such information does not violate the ethics of confidential relationship between physician and patient.

(7) To foster good health practices among students and staff members.

(8) To provide students with dispensary service and bed care for all but major illnesses or injuries.

(9) To take care of injuries incurred by University employees in line of duty to the limit of facilities available on the campus.

(10) To supervise the general sanitary condition of the campus, including the inspection of residence halls, dining halls, and kitchens.

b. The Division of Intercollegiate Athletics

It is the function of the Division of Intercollegiate Athletics:

(1) To organize and carry out programs of athletic sports activities intended to meet the health and recreational needs of students and staff members.

(2) To cooperate with the Division of Health Service in determining the students whose athletic and sports activities should be especially selected or restricted.

(3) To foster athletic and sports activities in line with good health and citizenship objectives, in a way that will promote good spirit within the institution, between this institution and competing institutions, and in the whole area of public relations.

c. The Division of National Defense Training

It is the function of the Division of National Defense Training:

(1) To administer its program in conformity with the acts and agreements underlying military training in land-grant institutions.

(2) To give students a broad, practical military education with the least possible interference with their civilian careers.

(3) To give such training as will qualify students to perform intelligently the duties of leaders in the military forces of the United States in time of national emergency.

(4) In the Senior Reserve Officers' Training Corps, to produce junior officers who have the qualities and attributes essential to their progressive and continued development as officers in the Army and Air Force of the United States.

d. The Division of Student Personnel

It is the function of the Division of Student Personnel:

(1) To provide advice and guidance for prospective students.

(2) To admit students to undergraduate schools and colleges in accordance with the requirements established by the University Senate and the various faculties.

(3) To evaluate for credit work taken at other institutions.

(4) To plan and carry out an orientation program designed to help new students adjust themselves to University life.

(5) To determine policies and procedures for the operation of the program of student financial aid, including loans, scholarships, and part-time employment.

(6) To register all students in the University, maintain all official permanent records of students, and, according to policy, release official transcripts, reports, and data.

(7) To maintain all official permanent records of the University Senate, all standing committees, the actions of the faculties of the various schools and colleges, and the actions of administrative officers dealing with scholastic matters.

(8) To prepare the room-and-hour schedules of courses and assign classrooms for instructional and extra-curricular purposes.

(9) To administer certain of the scholastic regulations of the University.

(10) To provide professional counseling, testing, and related services for students including those with specialized needs.

(11) To administer all policies and programs governing student life and status at the University which are not assigned elsewhere.

(12) To administer regulations, policies, and procedures related to the conduct of students.

(13) To staff student residences of the University and to supervise matters of student life and governance therein.

(14) To encourage and supervise arrangements for student participation in University governance and to represent the University in matters related to student government.

(15) To supervise the registration of student organizations and administer University regulations pertaining to them.

(16) To provide direction for the operation of the Student Union and to promote programs with the advice and cooperation of the Student Union Board of Governors.

(17) To formulate and carry out in cooperation with the schools and colleges the vocational counseling of students in the University and

the placement of graduates and former students of the University.

(18) Licensing for solicitation or concession by non registered organizations is the responsibility of the Dean of Students who is guided by the consideration of the overall benefit to the student body and the University Community.

e. The Division of Continuing Education Services

It is the function of the Division of Continuing Education Services:

(1) To determine the needs in the state for services the University can appropriately render through the division, and to develop a program to meet those needs.

(2) To make full clearance with the proper administrative officers, schools, colleges, divisions, and departments in setting up and carrying out the program of the division, including the hiring of professional personnel.

(3) To keep administrative officers, schools, colleges, divisions, and the departments informed as to the need in the state for work not available in the University.

(4) To administer all programs according to the educational standards of the University.

(5) To secure, after proper authorization, and with particular reference to work in the University Extension, suitable housing facilities and instructional supplies and equipment.

(6) To inform the state promptly and adequately through press releases, bulletins, radio broadcasts, correspondence, and personal contacts, of the program and services of the division.

(7) To recommend to the President, for the consideration of the Board of Trustees, the fees to be charged to students for work taken through the division.

(8) To recommend to the President, for the consideration of the Board of Trustees, the rates and method of compensation for teaching work offered through the division.

f. The Division of University Libraries

It is the function of the Division of University Libraries:

(1) To foster the wider and more effective use of library materials among students and staff members and among the people of the State.

(2) To promote impartially the general educational welfare of the University through the equitable expenditure of its funds for materials related to the work of the several schools, colleges, and divisions; such materials to be selected in cooperation with the schools, colleges, and divisions.

(3) To make available for maximum use by the staff and students and by the people of the State the library materials and plant.

(4) To cooperate with individual staff members in making available to students in specific areas of work the full resources of the library.

(5) To house and properly safeguard all library materials.

(6) To maintain an atmosphere conducive to study, work, and leisure reading through the ready availability and display of materials and the adequate services of competent staff members.

(7) To study and employ ways and means of improving the effectiveness of the library as the central service and enrichment agency of the University's educational program.

(8) To report through the faculty news bulletin or otherwise, accessions to the library.

I. The Institutes and Centers

1. Membership

Each institute and center shall consist of an executive officer, the Director, and a staff of assistants. Each director shall be responsible [through the Provost] to the President for the work and proper administration of his institute, including the hiring of professional staff.

Members of the professional staffs of the institutes and centers shall have faculty status and they may, by agreement between the director and the dean of one of the colleges or schools of the University, be assigned to part time teaching duties on the faculty of a college or school.

2. Functions

A number of institutes and centers have been established. The specific functions of each institute and center are defined by the Board of Trustees.

3. Committees

The director with the approval of the President [and the Provost,] may from time to time appoint committees to assist in carrying out the program of the institute. Such committees, which shall be advisory in nature, may include members of the University faculty and other citizens of the State of Connecticut.

4. Minutes and Reports

Each director shall keep adequate records of all personnel, programs, and budgets for which he has responsibility and shall submit such reports as are required by the President.

J. The Departments

1. *Membership*

Each department faculty shall consist of all members of its

professional staff including resident instruction, extension, and experiment station workers.

2. *Functions*

The departments are organized in terms of subject matter areas. They bear definite cross-relationship, but their organization into distinct administrative units is intended to insure that the attention of small groups of staff members will be centered on the problems of teaching, planning, research, and service in these areas.

It is the function of each department:

a. To develop an educational program designed to meet the needs of the students in the various schools and colleges and of other individuals and groups served by the instructional, research, and service programs.

b. To study and employ ways and means of making its instructional work more effective.

c. To recommend to the faculty of the school or college within which it is organized changes intended to improve the work of the department.

d. To secure the safety and proper inventory of all University property assigned to it for instructional, research, or service purposes.

e. To integrate its program with the general program of the University and to foster effective coordination of effort.

3. *Officers*

Each department shall have an executive officer, the Head.

Each department shall have a secretary.

Each department head shall be responsible directly to the dean of the school or college within which his department is organized.

4. *Meetings*

Each department shall meet as often as is necessary to keep the work of the department adjusted to University needs and the staff informed and cooperative as to purposes, problems, programs. and general division of labor.

Meetings of the department may be called by the head of the department, the dean of the school or college within which the department is organized, [the Provost,] or the President.

K. The University Staff

1. Members of the professional staff shall be appointed by the President. Continuous tenure shall not be granted except by vote of the Board of Trustees.

31

Termination for cause of a continuous appointment or the dismissal for cause of a faculty member previous to the expiration of a term appointment shall be made only by the affirmative vote of at least nine members of the Board of Trustees.

2. The policies and practices in this section and the following sections 3 through 8 relating to academic freedom and tenure of professional members of the staff are effective on and after September 1, 1970. These policies apply to all members of the professional staff of the University, with the exception that, concerning tenure, the President after consultation with the University Senate, shall recommend to the Board of Trustees the categories of the professional staff to which the regulations concerning academic tenure apply.

   a. All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 *Statement of Principles on Academic Freedom and Tenure* formulated by the Association of American Colleges and the American Association of University Professors. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the University.

   b. The faculty member is entitled to freedom in his classroom in treating his subject and in conducting his class. He should not contravene the free speech and academic freedom of other members of the professional staff, nor impede teachers, other members of the professional staff, or students, in their central tasks of teaching, research, and learning.

   c. The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and the University by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

   d. Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways which injure individuals or damage institutional facilities or disrupt the classes

of one's teachers or colleagues. Speakers on campus must not only be protected from violence, but given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution.

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

It is a teacher's mastery of his subject and his own scholarship which entitle him to his classroom and to freedom in the presentation of his subject. Thus, it is improper for an instructor persistently to intrude material which has no relation to his subject, or to fail to present the subject matter of his course as announced to his students and as approved by the faculty in their collective responsibility for the curriculum.

Because academic freedom has traditionally included the instructor's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions, on the other. If such conflicts become acute, and the instructor's attention to his obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, he cannot escape the responsibility of that choice, but should either request a leave of absence or resign his academic position.

e. The University, in fulfilling an essential function as a forum for the free expression of ideas, shall endeavor to preserve and facilitate the full enjoyment of constitutionally protected civil liberties.

Members of the professional staff shall have equal opportunity in their employment regardless of sex, race, religion, and national origin. The highest standards shall be sought in the protection of all forms of freedom of thought, expression, association, and peaceful assembly. In the exercise of these civil liberties the members of the professional staff are obliged to protect the same rights of others and to bear in mind their respective obligations to their profession and to the University.

3. Academic Appointment and Tenure[1]

a. The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notices incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the faculty member.

b. With the exception of special appointments clearly limited to a temporary association with the institution, all full-time appointments to the rank of instructor or higher are of two kinds: (1) probationary appointments; (2) appointments with continuous tenure.

c. Except for faculty members who have tenure status, every person with a teaching or research appointment of any kind will be informed each year in writing of the terms of his appointment.

d. Beginning with appointment to the rank of full-time instructor or equivalent or a higher rank, the probationary period shall not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more other institutions, a faculty member is called to the University it may be agreed in writing that his appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. The University requires of all new appointees a probationary period of at least one year in this institution; but continuous tenure may be granted at any time thereafter and before the expiration of the maximum probationary period by vote of the Board of Trustees. After the expiration of a probationary period, faculty members shall have continuous tenure, and their services shall be terminated only for adequate cause, except in the case of

[1]The regulations concerning academic tenure in this and the following sections apply only to members of the professional staff who hold full-time appointments in certain ranks recognized by the Board of Trustees. These recognized ranks include Instructor, Assistant Professor, Associate Professor, and Professor, but do not include the following: Lecturer; Professor (in residence); Associate Professor (in residence); Assistant Professor (in residence); Instructor (in residence); Clinical Professor; Clinical Associate Professor; Clinical Assistant Professor; Clinical Instructor; Research Professor; Research Associate I, II; Research Assistant I, II, III; Research Specialist; Special Research Technician; Graduate Assistant; Extension Professor; Associate Extension Professor; Assistant Extension Professor; Extension Instructor; Specialist I, II, III, IV; Assistant Instructor; University Educational Director; Department Head, Student Personnel; University Educational Assistant I, II, III; University Associate Librarian; University Assistant Librarian; University Librarian I, II, III; University Library Assistant I, II; University Library Specialist; University Physician; Resident Educational Counselor; and titles that contain the words "University Hospital" (e.g., University Hospital Nurse I). Academic tenure does not confer upon any staff member the right to continued assignment to administrative responsibilities.

retirement for age, or under extraordinary circumstances of financial exigencies. During the probationary period, the faculty member shall have the academic freedom that tenured members of the faculty have. Time spent on leave of absence will not count as probationary period of service unless the individual and the institution agree in writing to the contrary at the time leave is granted.

e. Regardless of the stated term or other provisions of any appointments, written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of his appointment, as follows: (1) Not later than March 15 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment does not coincide with an academic year, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; (3) at least twelve months before the expiration of an appointment after two or more years of service at the institution. The institution will normally notify faculty members of their renewals by March 31.

4. Resignation of a Faculty Member

A faculty member may resign effective at the end of an academic year, provided that he gives notice in writing at the earliest opportunity, but not later than May 15, or 30 days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity.

5. Termination of Appointments by the Institution

a. Dismissal, defined as termination of an appointment with continuous tenure, or of a special or probationary appointment before the end of the specified term, may be effected by the institution only for adequate cause.

b. If termination takes the form of a dismissal, it will be pursuant to the procedure specified in section 6, below.

c. Where termination of appointment is based upon financial exigency, or bona fide discontinuance of a program or department of instruction, section 6 will not apply, but faculty members shall be able to have the issues reviewed under the grievance procedure as provided in section 17. In every case of financial exigency or discontinuance of a program or department of

instruction, a tenured faculty member concerned will be given notice as soon as possible, and never less than 12 months' notice, or in lieu thereof he will be given severance salary for 12 months. Before terminating a tenured or probationary appointment because of the abandonment of a program or department of instruction, the University will make every effort to place affected faculty members in other suitable positions. If a tenured or probationary appointment is terminated because of financial exigency, or because of the discontinuance of a program of instruction, the released faculty member's place will not be filled by a replacement within a period of two years from the date of termination unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

6. Dismissal Procedures

   a. Adequate cause for a dismissal will be related directly and substantially but not exclusively to the fitness of the faculty member in his professional capacity (see section 2). Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of citizens.

   b. Dismissal of a faculty member with continuous tenure, or with a special or probationary appointment before the end of the specified term, will be preceded by written notice of the reasons for the contemplated dismissal action, and by (1) discussions between the faculty member and the appropriate administrative officers looking toward a mutually acceptable settlement; (2) informal inquiry and attempts at conciliation by the Committee of Three (as provided in 6 c); and if a mutually acceptable resolution is not reached, (3) a statement of charges which support the dismissal action and which are framed with reasonable particularity by the President or his delegate.

   c. The Committee of Three referred to above is to be constituted as follows: Each year at the first meeting of the Senate after a new group of Senators has been elected in accordance with Section F of this article, the President shall provide ballots containing lists of all Senators who have just been elected to three-year terms, and the Senate shall thereupon proceed to elect by secret ballot one of such newly-elected Senators as a member of the Committee of Three to serve until the end of his then current term in the Senate. Whenever a vacancy shall occur in the membership of the Committee of Three, the Senate shall elect in the same manner from the group in which the vacancy exists, and the Senate may in a similar fashion elect a substitute for a member of the Committee of Three to serve while such member is absent from the campus, with, in cases of emergency, the remaining members of the Committee being authorized to fill the position until the time of the next meeting of the Senate. These elections shall, in the

absence of other provision by the Senate, be the first order of business at the next meeting of the Senate after the vacancy occurs.

d. A dismissal, as defined in section 5 a, must be preceded by the sequence of steps outlined in 6 b, culminating in the statement of charges mentioned in 6 b (3). Both the individual concerned and the President will have the right to have the matter heard by a committee of five. If the faculty member, within one week of his receipt of the statement of charges has not requested the Committee of Three to form a hearing committee, the President, within the immediately subsequent week, may request the Committee of Three to form a hearing committee. In constituting a hearing committee, the Committee of Three shall choose a panel of nine members of the faculty from which either party, within 5 days of notification of the composition of the panel, may strike not more than two names. In the event that more than five names remain after the completion of this process, the Committee of Three shall select five to serve as the hearing committee. The hearing committee shall select its own chairman, and is empowered to retain independent counsel. The University will bear any costs of the hearing procedure, except that the individual concerned will be responsible for any fees he incurs for counsel.

(1) Service of notice of hearing with specific charges in writing will be made at least 7 days prior to the opening of the hearing. The faculty member concerned may respond to the charges in writing at any time before the hearing. If he denies the charges against him, or asserts that the charges do not support a finding of adequate cause, or waives his right to appear, or refuses to participate in the hearing in person or in writing, the hearing committee will evaluate all available evidence and rest its recommendations upon the evidence in the record.

(2) The hearing committee, after consultation with the President and the faculty member, will exercise its judgment as to whether the hearing should be public or private. In no case will the hearing be public without the consent of the faculty member.

(3) During the hearing the faculty member will be permitted to be represented by or to have with him an academic adviser and/or legal counsel of his own choosing. The President may be accompanied by or represented at the hearing by a delegate of his own choosing.

(4) At the request of either party or the hearing committee, representatives of professional organizations shall be permitted to attend the hearing as observers.

(5) A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available without cost to the faculty member and to the President. The requirement of a verbatim record may be waived by mutual consent of the hearing committee and both parties.

(6) The burden of proof that adequate cause exists rests with the institution, and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

(7) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the institution will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

(8) The hearing committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

(9) The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interests of justice require admission of his statement, the committee will identify the witness, disclose his statement, and if possible, provide for written interrogation.

(10) In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.

(11) The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every reasonable effort will be made to obtain the most reliable evidence available.

(12) The findings of fact and the decision will be based solely on the hearing record.

(13) Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by the hearing committee, the faculty member, and the administrative officers will be avoided until the proceedings have been completed, including consideration by the Board of Trustees. The President and the faculty member will be notified of the recommendation in writing and will be given a copy of the record of the hearing.

e. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report,

he will state his reasons for doing so, in writing, to the hearing committee and to the faculty member, and provide an opportunity for response before transmitting the case to the governing board. If the hearing committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. If dismissal or other penalty is recommended, the President will, on request of the faculty member, transmit to the Board of Trustees the record of the case. The Board's review will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. It is recognized that in most dismissal cases the issues involved are the private concern of the individual and, therefore, the review procedure of the Board will ordinarily be closed. If the faculty member requests the Board to conduct the review in public, it will require a vote of nine members of the Board to deny this request. The decision of the hearing committee will either be sustained or the proceeding returned to the committee with specific objections. The committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The Board will make a final decision only after study of the committee's reconsideration.

7. Suspensions

Until the final decision on dismissal has been reached, the faculty member may be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself or others is threatened by his continuance. Before suspending a faculty member, pending an ultimate determination of his status, the administration will consult the Committee of Three. Suspension is appropriate only pending a hearing; a suspension which is intended to be final is a dismissal, and will be dealt with as such. Salary will continue during the period of suspension.

8. Terminal Salary

Faculty members on continuous appointment who are dismissed for reasons not involving moral turpitude will receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the University. Faculty members on probationary appointment will receive their salaries to the end of the current year.

9. Retirement

a. Compulsory retirement of faculty members shall take place in accordance with the applicable provisions of the state statute. A faculty member may retire, if eligible, prior to the age of compulsory retirement; but when he decides to do so, it is

expected that he will give notice of his plans at least a year in advance. Retirement upon "application of the executive head" of the University before the faculty member shall have reached the compulsory retirement age shall be considered "termination of a continuous appointment" in the sense of paragraph 5a above.

b. Upon retirement a faculty member ceases to give formal instruction, or to take any part in the administration of the University or any of its units. Since, however, it is to the interest of the University and the public that a faculty member who retires before he is incapacitated should continue his scholarly activities, the University will encourage the maintenance of informal and scholarly contacts between retired faculty members and their active colleagues, and will make every effort to provide working space and equipment for all who desire it. Departments shall decide whether to furnish supplies and assistance to a retired faculty member, depending upon the availability of funds, his or her financial circumstances, and the nature and value of his work.

c. The main recognition which should be given to new emeritus members of the staff should be that the names of all such persons should be listed on the commencement program.

d. At this time a scroll or certificate will be awarded to the retiring staff member signed by the same persons who sign diplomas indicating the length of his service with dates, etc.

e. There shall be a standing committee on retirement of members of the professional staff. Whenever a member of the professional staff applies for retirement, the committee will be notified of the fact. The committee will then gather together whatever evidence it feels necessary to formulate a recommendation to the President as to whether the retiring staff member should be given some University-wide recognition [in addition to that mentioned in paragraphs c. and d.] or whether any such recognition should be left to the individual school or college.

Only in exceptional cases will there by any University-wide party or raising of funds. In most cases, the committee will recommend that the matter of recognition beyond that in paragraphs c. and d. be left to the individual school or college. In such cases, the President's Office will notify the dean of the school or college in question. In general, the collection of monetary contributions is not favored.

f. Any member of the faculty, who at the time of retirement is at the University of Connecticut and retires under the provisions of the State Retirement Act, will automatically become an emeritus member of the faculty provided that either of the following conditions is met:

(1) The staff member has served a total of twenty-five or more years at the equivalent level of instructor or above, including

full-time service at the University of Connecticut and other collegiate institutions, or

(2) The staff member has attained the rank of full professor at the University of Connecticut.

Staff members retiring under conditions other than those mentioned above will not be given emeritus status except by vote of the Board of Trustees on recommendation of the President.

10. Policies and procedures relating to rank, salary, and advancement.

a. A University exists for the twofold purpose of teaching and research—the dissemination of knowledge, and the extension of the boundaries of the known. Though it must have buildings and equipment, wise administrators, and earnest and intelligent students, it is obvious that its purpose cannot be accomplished unless its teachers* are without exception competent, and in as many cases as possible, distinguished to a greater or less degree.

The policies of the University in respect to rank, salary, and advancement of teachers evidently have an important bearing on its success. Along with favorable working and housing conditions, a reasonable teaching load, a stimulating intellectual climate, the assurance of academic freedom and tenure and a liberal retirement system, they make it possible to attract and retain desirable teachers, despite the competition of other comparable colleges and universities and of non-academic employers. These policies are therefore established and carried out primarily to enable the University to fulfill its function. If through shortsightedness or lack of funds it falls below accepted standards in its financial relations with its teachers, it cannot increase nor even hope to maintain its value to society.

A teacher's salary is in large part a payment for services rendered, determined at their current value. However, except for those who have reached the climax of their careers, it includes an additional element which is an investment by the university in the potentialities of the teacher. As a member of a learned profession, the teacher may be expected to be conscious of his responsibility to himself, to the University, and to society. He cannot fulfill this responsibility without continuing, throughout his active life, to invest a part of his time, energy, and money in his own intellectual growth. An adequate salary will permit the assumption of the expenses of travel and study and other professional and cultural activities, will relieve the teacher of the drain on his time caused by the performance of routine tasks beyond the demands of exercise and recreation, and will provide in other respects an appropriate standard of living for him and his family. Inadequate salaries are contrary to the interest of the University, because they curtail the teacher's development, or force him to supplement his earnings at

the expense of the time which he needs for study, thought, and research—and may, of course even involve the loss of valuable staff members.

Policies for promotion should operate to advance the most promising, and to hold back, or, in accordance with established practices regarding tenure, to eliminate the incompetent and the mediocre. They should give careful consideration both to current performance and to future promise, and should convey an assurance of impartiality, by recognizing and rewarding accomplishment, and maintaining opportunities for advancement. To do this they must be based on merit, determined on the broadest possible basis, and must not be matters of routine or mere seniority.

The value of a teacher to the University results from the possession of a number of different qualities. In enumerating certain of these, it is not intended to formulate a rigid set of standards, nor to require that all teachers attain a stated minimum in each of the items. The value of each man is rather to be judged by considering both his strong and weak points so as to arrive at an estimate of his total contribution. No fixed numerical weighting can be prescribed, though greater emphasis should be placed on scholarship, teaching ability, and activity in research than on other characteristics.

b. Qualities desired in teachers of all ranks

All candidates for appointment and promotion, as well as all other teachers, are expected to show satisfactory attainment and continuous growth in the following qualities, though in varying degrees and in different proportions. The teacher's accomplishment in each should be evaluated on every occasion when his advancement in salary or rank is being considered, and particular care must be exercised when it is proposed to terminate his probationary period by placing him on permanent tenure or otherwise.

(1) Professional competence in the field of his specialization, as evidenced initially by the record of his training and scholastic achievement, and later by the opinion of his professional colleagues here and elsewhere; and in certain fields, by the execution of professional commissions, the giving of expert testimony, and the like; or by the holding of a license for professional practice, where licensing has been established.

(2) Teaching ability: The capacity to excite interest and evoke response in students, to broaden their outlook, to impart knowledge, to see and convey relationships, and to encourage the faculty of criticism.

(3) Research and such other scholarly activity as gives evidence of the effective utilization and continuing development of his natural endowment. This will ordinarily eventuate in publications, lectures, or papers at professional meetings, and should

in any case be reflected in the vitality of his teaching. Such activity will take many forms, some of which are:

Study, including reading, laboratory work, and museum work;

Membership and appropriate activity in one or more professional societies;

Writing—creative, critical, analytical, summarizing, or editorial;

Creative work in other fields, such as the arts and engineering;

Research, including both the routine application of known techniques to the accumulation and analysis of new data, and the invaluable gift of making fundamental contributions to knowledge—the former to be expected of many teachers, and the latter to be hoped for in a few.

Creative activity in the arts, and the ability to make research contributions of the second or fundamental kind will be especially noted and rewarded.

Although the three qualities listed above are the ones that should receive the greatest consideration, the following items bearing on professional fitness also should be taken into account, particularly when new appointments are being made and at the end of the probationary period. Ordinarily these qualities do not offer the same opportunity for continuous development as do those in the first list.

(4) Personal attributes: integrity, industry, open-mindedness, objectivity, friendliness, effectiveness in speaking, capacity for leadership and cooperation, breadth of intellectual interests.

(5) Concern for the educational, social, and personal welfare of students, such as is demonstrated, for example, by success in counseling.

(6) Willingness and ability to assist in the various types of service which a state university renders, in the answering of inquiries, the giving of advice, the conduct of surveys, and the like.

(7) Competence in fulfilling his responsibilities toward democratic university government, as in department and faculty meetings, committee work, and administrative duties.

(8) A sympathetic but discriminating interest in the development of the University, and the assumption of a share of responsibility for the efficient execution of its functions; or, in the case of recent appointees, indication that this interest will develop in due time.

c. In addition to these general desiderata, the following special qualifications will be borne in mind in making appointments or promotions to the several ranks.

(1) Special qualifications for instructors

(a) Training or experience appropriate to the performance of his assigned responsibilities. In many cases this will mean the possession of, or evidence of substantial progress toward, the Ph.D. degree. If a young teacher who does not hold that degree is appointed, the University should in most cases insist that this essential preparation be completed early, and should afford such practical assistance as is reasonable by providing working facilities and by lightening his load or granting him leave.

(b) A consensus of opinion on the part of those qualified to judge him that his training, experience, and interest in his subject fit him to perform the duties to be assigned to him.

Note: Two years is regarded as the normal length of service in the rank of instructor for those who are qualified for advancement at the end of this period.

For certain types of teaching, it may be more desirable to appoint persons whose qualifications will not ordinarily entitle them to advance into the upper levels of rank and salary. In some fields, for example in the creative arts, the possession of the Ph.D. is not the best criterion of professional competence.

(2) Special qualifications for assistant professors

(a) The possession of the Ph.D. degree, or its equivalent.

(b) A record of success in his work, based on all obtainable information. This may include the judgment of colleagues, information from students, and occasionally the comparisons of the progress and achievement of his students with that of groups of approximately equal ability in the same or similar courses.

Note: Four to six years is regarded as the normal length of service in the rank of assistant professor.

Note regarding instructors and assistant professors:

These ranks include the majority of those who under present rules have not completed the seven-year probationary period in the profession. Hence it is essential that departments exercise extreme care in their recommendations for reappointment, in order that the purpose of limited tenure may be accomplished. This requires formal revaluation of the teacher by his department, the dean of

his school or college and the President. Continued reappointment of a man, after it is clear that he will not become eligible for permanent tenure, cannot be justified on grounds of immediate convenience. In his own interest and that of the University, he should be released after the customary notice.

(3) Special qualifications for associate professors

(a) Continued growth in the qualities desired in all teachers, especially, evidence that he is keeping abreast of the times in method and subject matter, and a consensus of opinion among his colleagues that he is making a substantial contribution to the advancement of knowledge in his field.

(4) Special qualifications for professors

(a) Service here or elsewhere as an associate professor of at least five years, except when there is evidence that he is of superior ability as compared with other associate professors.

(b) Evidence that he is regarded by his colleagues within and without the University as a capable, mature teacher and a recognized scholar.

Procedure

(1) The status of every teacher with regard to salary and rank shall be considered at least once each biennium. The head of the department shall ordinarily be responsible for seeing that this is done.

(2) It is the duty of each department head to conduct a continuing appraisal of the work and potentialities of the men in his department, and by informal consultation to ascertain the views of the other members of his department. It is his responsibility not only to give his own appraisal but also to transmit that of his colleagues within the department. In this connection it should be emphasized that all such evaluations are to be based on the criteria listed in this report. Recommendations with supporting data shall be sent to the dean of the school or college, and by him, with his own recommendations, to the President.

(3) Before a teacher is placed on permanent tenure the President shall appoint at least five teachers to act as advisers, and he may follow the same procedure in other cases of proposed advancement, or at the request of a teacher who desires such consideration. These advisers shall normally include representatives both of the candidate's department, and of at least two other departments. The selection of advisers shall be confidential, and those who serve shall, without meeting as a

committee, report individually to the President their answers to such questions as he may submit to them. Reports shall be confidential, and record thereof kept in summary form only.

(4) The President should experiment with various plans for ascertaining the judgment of a candidate's colleagues concerning his proposed advancement, and should report his results to the Senate for further consideration.

(5) The research activities of candidates shall be judged by those who are reasonably competent in the general field, who have read the publications of the candidate, and who are familiar with the progress of his unpublished work. Care must be exercised to determine the actual amount and true nature of the work. It will be well not to place undue emphasis upon mere volume of publication.

(6) In view of the paramount importance of good teaching, and the difficulty of judging the quality of a teacher's performance, a survey of student opinion may be made at the teacher's request, or when his promotion is under consideration. It shall be conducted according to a general plan approved by the University Senate on February 10, 1947 as amended on December 11, 1967. Caution must be observed to discount mass prejudices, and to avoid overestimating the impressions of the moment, which may well be different from the considered judgment of later years. If the teacher has requested the survey, the general nature of the results shall be communicated to him, and may be given to him in any case. The results shall also be available to deans and heads of departments, but the actual replies are confidential and shall be destroyed after they have been summarized.

The President will accept from teachers at any time information about qualifications which they think are apt to be overlooked, and may request such data from teachers.

(7) Final action on promotions and increases in salary will be based on all available evidence, and will be taken by the President and the Board of Trustees upon the joint recommendation of [the Provost,] the dean of the college, the department head, and such other officers as may from time to time be charged with this responsibility.

11. Leaves of Absence

a. Sabbatical Leave

(1) Sabbatical leave is a privilege to be applied for in each case and is in no instance to be considered an earned perquisite. Such leaves may be granted on application for the purpose of the advancement of knowledge or professional improvement of mutual benefit to the University and the individual. The

applicant should file a specific written application accompanied by a statement as to how the leave is to be used. This application should be passed on by the department head and the dean or director, to the President, who in turn, will submit it to the Board of Trustees with his recommendation.

(2) The privilege is open to all full-time resident teachers, experiment station and extension staff workers who have at least the rank of assistant professor or a corresponding rank, and who have been in continuous full-time service at the institution for at least six years. Following a grant of sabbatical leave the privilege may be renewed after an additional period of continuous full-time service of at least six years.

Exception in regard to continuous service may be made upon recommendation of the President and the unanimous approval of the Board.

(3) The duration of the leave granted shall be determined by the President. Leave for members of the resident instruction division employed on an eleven months' basis may be for a period of up to six months with full pay, or for a period up to twelve months with half pay. Leave for members of the resident instruction division employed for nine months of the year may be for one semester with full pay, or two semesters with half pay. Leave for members of the Extension and Experiment Station divisions may be a corresponding length of time, taken at a period of the year when their work will be least interrupted by absence. The receipt of grant or fellowship funds to cover travel and other expenses incidental to the leave will not ordinarily interfere with the granting of a request for such leave. Persons on sabbatical leave are not permitted, however, to engage in paid employment elsewhere, and, if a staff member is considering an arrangement in which he will receive compensation for his services from the University and from outside agencies which will together exceed his regular University salary, he is expected to take a leave without pay rather than a sabbatical leave.

The recommendation of the head of the department and of the dean in charge of the school or college shall accompany applications for leave.

(4) Members of the administrative groups are in a separate classification, and shall make their application directly to the President.

(5) All applications should be made at least one year prior to the date when the leave is to begin. Ordinarily the grantee will receive notification that the leave is granted at least two

months before the end of the semester previous to the one in which the leave is to begin.

(6) Arrangements for carrying on the duties of a person on leave shall be made by the appropriate department head and dean. The department head is expected to certify whether or not the work of the department can be carried on if the leave is granted substantially as it would have been otherwise. If courses would have been withdrawn or other changes made in the department's program even without the granting of the leave, the changes may be made during the leave; but it is not expected that sabbatical leaves will be granted if they must be taken at the expense of the students or of the regular departmental program.

(7) In case a leave, after being approved, is postponed for a period by the administration, and then taken, the applicant's next leave may be granted for the year in which it would have fallen if there had been no such postponement. Except in such instances service in excess of six years is not cumulative.

(8) Leaves are granted in the expectation that the recipient will resume his previous duties at the end of the leave. Ordinarily he will return at the same rank and salary which he had when the leave began. This understanding, however, is subject to the qualification (which applies in the same degree to those in residence) that the Board may sometimes find it necessary to change the compensation or duties of some or all staff members because of changes in enrollment, financial exigencies, or other circumstances beyond its control. The grant of leave does not change the tenure-status of the recipient. A person on leave who decides not to return, but to resign, is expected to give the usual notice. (See K4).

(9) After leave has been taken, a written report of the work done shall be made to the President through the department head and the dean or director.

b. Leave Without Pay

Leave of absence without pay may be granted by the President for reasons considered to be in the best interest of the University and in the interests of professional growth and improvement of the staff member concerned. All such cases are treated as special cases, and are in the first instance ordinarily granted for up to a year. Staff members desiring such leaves should apply through their department heads and deans. A report of all such leaves as are granted shall be made to the Board of Trustees for their information.

c. Military Leave

(1) Members of the professional staff who have been in contin-

uous full-time service at the University for a period of six months or more and who leave the University to enter the armed forces of the United States will be granted military leave for the time served in such military or naval service, plus ninety days additional. Part-time employees will be granted such leave if they have worked the equivalent of six months or more full time. Thus, an employee would become eligible after twelve months of half-time employment, etc.

(2) Any position which becomes available because of the approval of military leave for a member of our professional staff may be filled after securing proper approval, but only for the duration of the military leave of the employee entering military service. Persons employed to fill such vacancies earn no tenure rights, and should be so notified in advance by the employing department head.

(3) The State law provides that any member of the professional staff granted military leave "will be reinstated in his former position and duties, providing that he makes application to return to the University within ninety days after he is discharged from the armed forces, and he is mentally and physically able to work, and work is available."

d. Sick Leave for Members of the Professional Staff, With or Without Pay

Each case is considered separately and involves careful consideration of length of service, nature of the illness, and anticipated length of disability. Application for sick leave should be made not later than ten days after the staff member's return to work.

e. Other Regulations Regarding Leave of Absence

(1) No employee of the University of Connecticut shall receive leave of absence with pay for service in any elective political office.

(2) No member of the professional staff shall absent himself from his proper duties at the University except by permission of his department head. Short leaves to cover emergency situations may be granted by the department head, who will make such arrangements as are feasible to re-assign the absent staff member's work. In each such case the department head will file a record of the matter with his dean. No such emergency leave shall be granted for a longer period than ten days without previous permission of the President. (All classified employees shall be governed by regulations of the State Personnel Department as to hours of employment, sick leave, and vacations.)

(3) No professional staff member or employee except ordinary workmen shall be entitled to receive extra compensation for

any service performed by him for the University, unless upon express authority of the Board.

12. Professional Staff Loads

a. While members of the professional staff of this University are employed for a variety of duties, as a general rule the University will expect to assign to each full-time member of the professional staff duties which are reasonable and consistent with good and effective teaching practices at both the undergraduate and graduate levels. In conjunction with this, staff members will be expected to carry a reasonable amount of ordinary departmental duties and routine committee responsibilities, and to undertake those activities of self-improvement and professional development which are part of every faculty member's investment in his own future. Such assigned responsibilities as unusually heavy loads of student counseling, the chairmanship of committees which are unusually time-consuming, research projects which have been designated as a part of the staff member's assigned load, unusually heavy enrollments in courses, and assigned administrative duties will be considered in determining the number of contact hours assigned to any individual.

Assignment of duties will be made by the appropriate deans, directors, and department heads, subject to review as to general policy by [the Provost and] the President. In so far as it is possible, consistent with the development of a balanced offering of University services, these assignments should take into account the aptitudes and wishes of individual staff members and their opportunities for long-run professional developments.

b. In general, the teaching duties of each department shall be regarded as a joint responsibility of all its members, to be divided as far as possible by mutual agreement, with proper attention to the interests and activities of all. It shall be the responsibility of the department head to make decisions when agreement is lacking, and to submit the complete schedule of teaching engagements to the appropriate dean.

The preceding paragraph does not imply that teaching loads and assignments of individual faculty members are to be determined by departmental vote. Departmental action is to be limited to consideration of general policy.

c. In settling details of teaching schedules within the department or in meeting situations that arise on short notice, the department head has a three-fold responsibility which should be kept in mind:

(1) The responsibility to understand and put into effect the general policies and program of the University.

(2) The responsibility to act on behalf of and as a representative of his department. The entire professional staff of the

department, in department meeting, should consider the department's professional program. All members should participate in the formulation of general departmental policy, both for long-run development and current decisions.

(3) The responsibility to individual members of his departmental staff. The department head should discuss with each member of the department his ambitions and aspirations within the University and within his profession. While no one is completely a free agent to lay out a program exactly as he pleases, scholarly activity flourishes best in an environment of self-direction and self-propulsion.

13. No member of the professional staff or other employee in the service of the University shall devote to private purposes any portion of the time due the University without the consent of the President. Members of the professional staff may take on outside consulting and research activities only after the specific project has been approved by the President [or the Provost]. Such approval shall take into account the time required, the nature of the service, potential conflict of interest, and the contribution of such activities to the professional advancement of the staff member. Any changes with respect to these matters after the project has been initiated shall also require approval in advance.

14. Members of the faculty are permitted to audit courses without payment of fees, subject to consent of instructor and availability of library, laboratory, and classroom facilities.

15. No full-time member of the professional staff may take for credit more than four credits of academic work at this institution or elsewhere during any semester. Any such work must be approved by the appropriate department head and dean.

16. The existence of a close family relationship to a staff member does not affect the eligibility of any person for employment by the University. To avoid potential conflict between personal and institutional interests, no staff member may be assigned responsibility for supervising the work of a close family member without the consent of the President. Where a potential conflict of interest exists, the President shall designate a surrogate to make recommendations concerning appointment, salary, promotion, or tenure.

17. Faculty Grievance Procedure[1]

If a member of the faculty believes there is cause for grievance which cannot be resolved by ordinary means, the complainant may request the Committee of Three (Section 6c) to appoint a grievance committee to evaluate the grievance and to make appropriate recommendations concerning its resolution. If, after consultation with the complainant, the Committee of Three believes that there may be such substance to

[1]This procedure applies to individual grievances not covered by Article X.K.6 and 7.

the grievance as to justify further investigation, it shall appoint an ad hoc grievance committee of three to five faculty members.

The ad hoc grievance committee shall receive from the Committee of Three a statement of the grievance and be empowered to have access to pertinent information, to hold hearings and interviews, and to seek informal resolution of the issues raised. The proceedings will be conducted in confidence, and either party, if he so chooses, may be represented. It is incumbent upon all parties to refrain from aggravation of the issues during the course of grievance proceedings.

If the grievance committee is unable to resolve the matter, it may, with the knowledge of the complainant, make a recommendation or statement of findings to appropriate persons or groups in the University.

18. Grievance Procedure for Other Professional Staff

If a member of the non-faculty professional staff believes he has cause for a grievance that cannot be adjusted by informal means, he may present a formal grievance under the following procedure:

(1) The employee, with or without his representative, shall first present his grievance to his immediate supervisor. The immediate supervisor shall give his answer in writing to the employee within seven calendar days from the date the grievance is submitted to him.
(2) When the answer is not satisfactory to the employee, the employee, with or without his representative, shall present his grievance to the dean of the school or college, or the director of the division in which the aggrieved staff member is employed. The dean or director shall give his answer in writing to the employee within seven calendar days thereafter.
(3) When the employee is still aggrieved, he may appeal the grievance to the Appeal Board.

Members of the Appeal Board shall be appointed by the President and shall include at least four members of the non-faculty professional staff. The Appeal Board shall consist of seven members, who shall serve for three-year terms. Initially, however, two members shall be appointed for a one-year term, two members for a two-year term, and three members for a three-year term. The Appeal Board may establish rules for its own procedures, including rules which will permit hearings and other activities of the Board to be conducted by fewer than all seven members. The complainant may be represented in matters before the Appeal Board. The decision of the Appeal Board shall be in writing and shall be in the

form of a recommendation to the President. Copies of the Appeal Board's recommendation shall be forwarded to the employee.

L. General Policies and Practices

1. No organization or group, whether it be political, social, honorary, or fraternal, shall discriminate against or exclude a person because of race, religion or national origin on that land owned by the people of this state, and known as the University of Connecticut, nor shall such discriminatory groups have the use of University-owned buildings or property.

2. All requests for purchases of supplies and equipment must be made on requisition to the Controller. No contracts involving the University may be entered into by any faculty or staff member or employee without consent of the Controller. If requests to the Controller are denied, the person making the request may appeal to the President.

3. Any employee of the University receiving funds as payment to the University must remit the same promptly to the Business Office.

4. Any business or communication from members or groups of the University staff which concerns the University or its departments and which requires action by the Board of Trustees shall be presented to the Board by the President of the University. If the President refuses or neglects to place such business or communication or any part thereof before the Trustees within a reasonable time, those concerned may present their petition directly to the Board.

5. All apparatus, museum and scientific collections, and other University property shall be in the immediate charge of the head of the department to which such material has been assigned, subject, however, to the control of the President. Every person having charge of any apparatus, specimens, books, collections, or other University property shall be held responsible for the safety of same, and shall carefully keep a record or inventory of all property for which he is responsible.

6. The name or insignia of the University shall not be used by any group not duly organized as a part of the University, nor by any individual, without the approval of the President.

7. Naming of Buildings. It is the policy of the Board to authorize the naming of University buildings or parts thereof in the future in honor of certain individuals under the following general conditions:

   a. Major academic buildings may bear the names of deceased members of the faculty or staff of the University who have made significant contributions to its advancement. Parts or sections of such buildings may bear the names of retired members of the faculty or staff.

   b. Major non-academic buildings or parts thereof may bear the names of citizens of the State of Connecticut who have distinguished

themselves through service to the University. Such buildings or parts thereof may bear the names of deceased citizens of the State of Connecticut who have distinguished themselves through service to the State in general.

c. Significant buildings of any type donated by friends of the University may bear the name of a person or persons suggested by the donor.

The President is authorized to recommend to the Board from time to time the naming of buildings in accordance with these general policies and he may appoint a Committee to advise him with regard to such matters.

8. The Research Foundation (Based on the State's General Statutes)

a. Research Foundation. Definitions:

As used in sections 8b to 8h, inclusive, "university" means The University of Connecticut; "board" means the board of trustees of the university; "foundation" means the research foundation established in accordance with section 8b; "employee" means any member of the faculty or staff of the university or the foundation, or any other employee thereof; "invention" means any invention or discovery and shall be divided into the following categories: A. any invention conceived by one employee solely, or by employees jointly; B. any invention conceived by one or more employees jointly with one or more other persons; C. any invention conceived by one or more persons not employees.

b. Establishment and management of foundation.

The board is authorized to establish and manage the foundation as provided herein. The foundation may, subject to direction, regulation and authorization or ratification by the board: (1) Receive, solicit, contract for and collect, and hold in separate custody for purposes herein expressed or implied, endowments, donations, compensation and reimbursement, in the form of money paid or promised, services, materials, equipment or any other things tangible or intangible that may be acceptable to the foundation; (2) disburse funds acquired by the foundation from any source, for purposes of instruction, research, invention, discovery, development or engineering, for the dissemination of information related to such activities, and for other purposes approved by the board and consistent with section 8a to 8h, inclusive; (3) file and prosecute patent applications and obtain patents, relating to inventions or discoveries which the university may be justly entitled to own or control, wholly or partly, under circumstances hereinafter defined; and receive and hold in separate custody, assignments, grants, licenses and other rights in respect to such inventions, discoveries, patent applications and patents; (4) make assignments, grants, licenses or other disposal, equitably in the public interest, of any rights owned, acquired or controlled by

the foundation, in or to inventions, discoveries, patent applications and patents; and to charge therefor and collect, and to incorporate in funds in the custody of the foundation, reasonable compensation in such form and measure as the board authorizes or ratifies; and (5) execute contracts with employees or others for the purpose of carrying out the provisions of sections 8a through 8h, inclusive. All property and rights of every character, tangible and intangible, placed in the custody of the foundation in trust for the uses of the university. The entire beneficial ownership thereof shall vest in the university and the board shall exercise complete control thereof.

c. Ownership of inventions.

The university shall be entitled to own, or to participate in the ownership of, and to place in the custody of the foundation to the extent of such ownership, any invention, on the following conditions:

(a) The university shall be entitled to own the entire right, title and interest in and to any invention in category A, in any instance in which such invention is conceived in the course of performance of customary or assigned duties of the employee inventor or inventors, or in which the invention emerges from any research, development or other program of the university, or is conceived or developed wholly or partly at the expense of the university, or with the aid of its equipment, facilities or personnel. In each such instance, the employee inventor shall be deemed to be obligated, by reason of his employment by the university, to disclose his invention fully and promptly to an authorized executive of the university; to assign to the university the entire right, title and interest in and to each invention in category A; to execute instruments of assignment to that effect; to execute such proper patent applications on such invention as may be requested by an authorized executive of the university, and to give all reasonable aid in the prosecution of such patent applications and the procurement of patents thereon; (b) the university shall have the rights defined in subsection (a) of this section with respect to inventions in category B, to the extent to which an employee has or employees have disposable interests therein; and to the same extent the employee or employees shall be obligated as defined in said subsection (a); (c) the university shall have no right to inventions in category C, except as may be otherwise provided in contracts, express or implied, between the university or the foundation and those entitled to the control of inventions in category C.

d. Employees to share in proceeds.

Each employee who conceives any invention and discharges his obligations to the university as hereinbefore provided shall be entitled to share in any net proceeds that may be derived from the

assignment, grant, license or other disposal of such invention. The amount of such net proceeds shall be computed by, or with the approval of, the board, with reasonable promptness after collection thereof, and after deducting from gross proceeds such costs and expenses as may be allocated to the particular invention or discovery. A minimum of twenty per cent of the amount of such net proceeds shall be paid to an employee who solely conceived or made the invention, and shall be paid in shares to two or more employees who jointly made the invention in such respective proportions as the board may determine. The board in its discretion may increase the amount by which any employee or employees may participate in such net proceeds.

e. Disagreements; procedure.

Disagreements as to the allocation of any invention to one of said categories, or as to the obligations of any employee or due performance thereof, or as to participation of any employee in net proceeds, or as to rights or obligations with reference to inventions in any category, shall be disposed of as follows: (a) By voluntary arbitration of all relevant issues, if the disagreeing parties approve and agree to be bound by the decision upon such arbitration; (b) by compulsory arbitration if that is provided for in any applicable contract between the disagreeing parties; (c) by recourse to courts of appropriate jurisdiction within the state if arbitration cannot be resorted to under either subsection (a) or (b) of this section.

f. Regulations for arbitration.

The board is authorized to establish and regulate equitably in the public interest, such measures as the board deems necessary for the purposes of such arbitration, and to make contracts for compulsory arbitration, in the name of the university or of the foundation.

g. Enforcement of regulations.

The board is authorized to make and enforce regulations to govern the operations of the university and the foundation in accordance with the provision of sections 8a to 8h, inclusive.

h. Rights as to products of authorship.

The provisions of sections 8a to 8h, inclusive, shall not entitle the university or the foundation to claim any literary, artistic, musical or other product of authorship covered by actual or potential copyright under the laws of the United States; but the university and the foundation shall each be authorized to make and enforce any contract, express or implied, which it may make with reference to any such subject matter.

9. Policy regarding the Release and Dissemination of New Plant Varieties.

a. New plant varieties shall be released by outright sale to the highest bidder (competitive bidding).

b. Such income as is realized from the sale of "new plant varieties" shall be deposited at the University and reserved for use to promote further research.

10. Trustee-Administration-Faculty-Student Committee.

The Trustee-Administration-Faculty-Student Committee shall be composed of three members of the Board of Trustees, the President, [the Provost,] the Vice President for Finance and Administration, the seven faculty members who constitute the Senate Executive Committee, the President of the Associated Student Government, the Vice President of the Associated Student Government, the President of the Associated Women Students' Government, the President of the Graduate Student Council. The Committee shall hold at least three regular meetings per year.

11. Establishment of University Branches. Before a new branch of the University of Connecticut is opened in any locality, the University's Board of Trustees must be convinced that a significant number of prospective students in that locality are unable to secure education at the college level from resources already available in the community, and that there is urgent local demand for the University to establish a branch there. The recent policy of the Board has been to require interested persons in the locality to provide the original physical plant without cost to the state. Barring an unusual and demonstrable emergency, any decision to open a new branch would be preceded by full public discussion in the area to be served including discussion with existing institutions already in the area.

12. Student Organizations.

a. The University recognizes the right of any group of students to form a voluntary organization for any purpose not forbidden by law. If an organization composed chiefly or exclusively of students desires to hold meetings in University buildings, it is required to have an advisor who is a member of the professional staff of the University, and to file with the Dean of Students such information as he may require about its purposes, officers, membership, dues, and the like, such information to be uniform for all organizations. An organization which has fulfilled these requirements is called a registered organization. Aside from the supervision exercised through the Division of Student Personnel over housing and certain purely social activities, the University as such assumes no responsibility for registered organizations or their programs, though such organizations, if closely connected with the activities of departments of instruction, may in some cases receive special help and supervision from those departments.

b. So far as its facilities permit, the University will provide each registered organization with suitable meeting places without charge, and will endeavor to encourage and protect complete freedom of expression within the law in meetings of such

organizations. The responsibility for any views expressed in such meetings is solely that of the individuals concerned; and the University is not to be held to approve or disapprove such views, whatever their nature, but to be concerned exclusively with the discharge of its educational obligation to facilitate free discussion of all points of view, to the extent guaranteed by the Constitution of the United States and of the State of Connecticut. The University does not pass upon the qualifications of speakers whom registered organizations invite to address them, nor, except as to availability of space, on the number or size of meetings which may be held.

c. The name of the University shall not be used by any group not duly authorized as a part of the University, nor by any individual, without the approval of the President. Registered organizations are considered to be "not duly organized as a part of the University." In authorizing or denying the use of the name of the University, the President will in general be guided by the need of making clear to the public the nature of the relation of the organization in question to the University.

d. The University places no restrictions as to purpose on the solicitation of funds by registered organizations, within or without the University community. The time, place, and method of solicitation within the University by registered organizations shall be governed by regulations established by the Dean of Students in the interest of avoiding over-crowding and interference with those using an area for other purposes.

13. In accordance with State statutes, the use of intoxicating liquor by minors is not permitted in any of the dormitories, educational facilities, and public premises of the University.

14. Regulations Regarding Residence.

a. All students, before registering for classes for the first time at the University of Connecticut, must file an affidavit of residence, on forms prescribed by the University. On the basis of this information, each entering student will be initially classified as a Connecticut or an Out-of-State student.

b. The status of each student will be determined by the definitions established by the Connecticut General Assembly in Public Act 474 (1973).

c. The failure of a student to disclose fully and accurately all facts relating to his residence status shall be grounds for suspension or expulsion.

15. Policy Regarding the Expression of Dissent.

    a. Orderly picketing and other forms of peaceful demonstration are permitted outside of buildings and other areas specifically designated for University activities. Interference with entry into or exit from such buildings or areas or with the free movement of any person on the University campus is not permissible.

    b. Entry into University buildings, meeting halls, classrooms, and other designated areas may properly be restricted to those engaged in the normal or scheduled activities being conducted. The presence of unauthorized persons in such areas after due notice has been given, orally or in writing, will be construed as interfering with or obstructing a University activity and is not permissible.

    c. The creation of loud or excessive noise that disrupts or seriously interferes with classes or other University activities is not permissible.

    d. Direct personal abuse, whether physical or verbal, that infringes upon individual rights in the academic community or leads to the disruption of a University activity is not permissible.

16. There shall be one Commencement Day each year. All graduation ceremonies shall be held at Storrs.

17. An ombudsman shall be appointed by the president. He or she shall hear and, if such action is warranted, shall investigate complaints of discrimination or insult based on race, sex, religion, or national origin. Where no satisfactory accommodation can be reached, the ombudsman shall make a recommendation to the president concerning appropriate action arising from the incidents under investigation.

Article XI—Repeal and Amendment

1. All rules, orders, and resolutions of the Board heretofore enacted and in conflict with these by-laws are hereby repealed.

2. These Laws, By-Laws and Rules may be amended at any regular meeting of the Board by a recorded majority vote of all the members of the Board; provided that copies of such amendment shall be submitted in writing at a previous meeting and furnished each member at the beginning of such meeting.

These two pages are reserved for your convenience, to record changes in the *By-Laws* as they may be enacted.

60

These two pages are reserved for your convenience, to record changes in the *By-Laws* as they may be enacted.

BY-LAWS, RULES, AND REGULATIONS OF THE UNIVERSITY SENATE

I. By-Laws

A. Quorum

Not less than twenty-five percent of the members of the University Senate shall constitute a quorum at any meeting.

B. Order of Business

The order of business at regular meetings of the Senate shall be:

1. Minutes of preceding meeting
2. Report of the Senate Executive Committee
3. Reports of Standing Committees
4. Reports of Special Committees
5. Old Business
6. New Business

C. Senate Committees

1. Executive Committee. The Executive Committee organizes and coordinates the business of the Senate and its committees (See Art. X F 7 and 3 of Laws, By-Laws and Rules of the Board of Trustees for its composition, functions, and the election of its members). Its seven members constitute the faculty membership on the Trustee-Administration-Faculty-Student Committee.

2. Standing Committees. There shall be seven standing committees of the Senate, as described in the following subparagraphs. Any member of the faculties or of the administration, whether a member of the Senate or not, is eligible to serve on a standing committee. There shall be at least one member from the branch faculties on each standing committee. The President shall be a member of each such committee.

   a. Growth and Development of the University. This committee shall keep under review the general changes, actual and prospective, of the University over time and may recommend any desirable expressions of Senate opinion on these matters. The committee shall include two undergraduate students. It shall make an annual report at the November meeting of the Senate.

   b. Faculty Standards. This committee shall continuously review University policies and practices relating to tenure, academic freedom, work loads, rank and promotion, remuneration, retirement, and other matters affecting the faculty and shall propose any desirable expression of Senate opinion on these matters, including proposals to the Trustees for modifications in their rules and regulations on these matters. It shall make an annual report at the December meeting of the Senate.

   c. Student Welfare. This committee shall continuously review the conditions relating to student life in aspects relevant to academic

performance, including available forms of financial aid. It may recommend any desirable expressions of Senate opinion on these matters. The committee shall include one graduate student and two undergraduate students. It shall make an annual report at the January meeting of the Senate.

d. Scholastic Standards. This committee shall prepare legislation within the jurisdiction of the Senate concerning those scholastic matters affecting the University as a whole, and not assigned to the Curricula and Courses Committee, including special academic programs, the marking system, scholarship standards, and the like. It shall make an annual report at the February meeting of the Senate. This committee shall include two students.

e. Curricula and Courses. This committee shall prepare legislation within the jurisdiction of the Senate on course requirements for general education of all undergraduate schools and colleges and specific courses open to freshmen and sophomores. The committee shall include two undergraduate students. It shall make an annual report at the March meeting of the Senate.

f. University Budget. This committee shall review the planning, negotiation, and allocation of the University operating, capital, and other budgets, the process of making budgetary and financial decisions, and the determination of priorities among academic and other programs having financial implications. This committee may recommend any desirable expressions of Senate opinion on these matters, and it shall make an annual report at the October meeting of the Senate.

g. Admissions. This committee shall prepare legislation within the jurisdiction of the Senate on matters relating to admission to the University including standards and subjects required of entering students. It may recommend expressions of Senate opinion on these matters. It shall make an annual report at the November meeting of the Senate.

3. Nominating Committee

a. There shall be a Senate Nominating Committee for the purpose of making recommendations to the Senate as to the number of members of each of the foregoing standing committees and as to the persons to serve as members and as chairmen of such committees. The Nominating Committee shall consist of the President and six members of the Senate elected by the Senate. Each year at the first meeting of the Senate after a new group of senators has been elected in accordance with Article X F of the By-Laws of the Trustees the President shall provide ballots containing lists of all Senators who have been elected for three year terms for the purpose of elections to the Senate Nominating Committee (in addition to such ballots for the purpose of electing a member of the Committee of Three)[1]. The Senate shall proceed to elect by secret ballot two of such newly elected Senators to be members of the Senate Nominating Committee. Such elected persons shall take office immediately and shall serve until the election of their successors three years later. Whenever a vacancy shall occur in the membership of the Nominating Committee (including the meeting when this by-law is first adopted) the Senate shall elect in the same manner from the group or

[1] See Article XK6 of the Laws, By-Laws, and Rules of the Board of Trustees.

groups in which the vacancy exists. These elections shall, in the absence of other provision by the Senate, be the first order of business after the election of the Committee of Three at the meeting at which they take place.

b. The President may convene and preside over the Senate Nominating Committee. In the absence of the President, the Committee may elect a chairman. Unless earlier convened, the Nominating Committee shall meet at 4 p.m. on the day two weeks after the election of a new class of members of the Committee. The Committee shall submit to the April meeting of the Senate its recommendations as to the chairmen and members of the standing committees for the ensuing year (the number of nominees for each committee constituting a recommendation as to the number of members of that committee) and such nominations shall be included in the minutes of the Senate. Newly elected members of the Senate shall be asked by the Secretary in March if they wish to indicate an interest in serving on one of the standing committees, and the preferences so secured shall be turned over to the Senate Nominating Committee. The names of two undergraduate students, chosen by the President of the Federation of Students and Service Organizations for membership on each of the Growth and Development, Student Welfare, and Curricula and Courses Committees, shall be submitted each year to the Nominating Committee for its consideration. The name of one graduate student, chosen by the Graduate Student Council for membership on the Student Welfare Committee, shall be submitted each year to the Nominating Committee for its consideration. The Nominating Committee shall include a graduate student and two undergraduate students on its list of nominees for the Student Welfare Committee, and two undergraduate students for each of the Growth and Development and Curricula and Courses Committee.

4. The Senate annually at its May meeting shall determine the number of members of each standing committee for the ensuing year, shall elect the members of such committees, and shall designate the chairman of each such committee. Before such elections, nominations for committee members and chairmen, in addition to those submitted by the Senate Nominating Committee, may be made from the floor. If there are more nominees for any committee than the number of places to be filled or if there is more than one nomination for the chairmanship of any committee, the election of that committee or of that committee chairman shall take place by secret ballot. The newly elected committees and their chairmen shall take office on July 1 following their election. If any committee chairmanship shall become vacant, the Senate Nominating Committee shall present a nomination to fill the vacancy not later than the next regular meeting of the Senate, and after the opportunity for nominations from the floor the Senate shall fill the vacancy. The same procedure shall be followed to designate an acting chairman when it is known that the chairman of a committee will be absent from the University for a period as long as a semester. The

Senate may similarly fill vacancies in the membership of any committee if it judges that the remaining number of members is insufficient to perform the work of the committee. In such cases the Nominating Committee shall be given the opportunity to present nominations.

5. Any Senate standing committee may report specific business that appears to require immediate attention at any regular or adjourned meeting. Each committee shall, however, make a general annual report at the particular meeting of the Senate designated above. In this annual report the committee shall review the current situation and problems in the subject-matter area with which it is charged and may propose any necessary additions to, and alterations of, previous Senate legislation or expressions of opinion in respect to this area. In the case of committees having frequent occasions to report specific items of business, the annual report may be summary in character.

D. Senate Meetings (See also Art. X F 5 of Laws, By-Laws and Rules of the Board of Trustees)

1. All sessions of the University Senate shall be open to the public, except that by majority vote of the Senators present and voting at any session the Senate may declare the meeting closed to all except members of the Senate and anyone specifically invited to be present. (This policy is established for one year from March 11, 1974 after which it will be reassessed.)
2. The President shall arrange, on behalf of the Senate, one visit a year to an outlying branch or school of the University. Such visits may include Senate meetings.
3. The Senate will occasionally include a question period in its agenda, during which the President or another University officer may respond to questions previously submitted in writing to the Executive Committee. The scheduling of these periods is left to the discretion of the Executive Committee.
4. In addition to the distribution of Senate minutes outlined in Article X F 5 of the Laws, By-Laws, and Rules of the Board of Trustees, copies of the minutes shall be sent to the President and Vice-President of the Federation of Students and Service Organizations, the editor of the Daily Campus, the manager of WHUS, and to such other students as the President thinks advisable. Similar student officers at the branches shall be included in the distribution.
5. The Senate invites all-University committees to present reports at its May meeting concerning matters of policy that have been considered by them during the year.

E. Changes in By-Laws, Rules, and Regulations

The rules and regulations of the University Senate may be changed at any regular meeting of the Senate by majority vote of those present and voting, provided that due warning of the proposed changes has been given in the call. If due warning has not been given, a two-thirds vote of those present and voting shall be required.

II. Rules and Regulations

A. Admission

The University does not discriminate in admissions on the basis of sex, race, color, religion, or national origin. This is in accordance with the Civil Rights Act of 1964 as amended, and the Higher Education Act of 1972.

The University does not enter into any *quid pro quo* contracts, either explicit or implied, with admitted students. Services expected shall not be a consideration in admission.

No changes in the course requirements for admission shall be published after February 1 in any year to take effect for students entering in the following September.

The rules for admission as regular students to the various schools and colleges apply to students enrolling in credit courses in Extension and in Summer Session. Students may be admitted with unclassified status under the conditions stated below.
(For detailed admission requirements to the several schools and colleges, including certain requirements additional to the minima listed here, see the current University Catalog.)

1. *Minimum Requirements*

Except as specified in Section IIA2, the following are the minimum requirements for admission to the freshman class in all undergraduate schools and colleges, with the exception of the Ratcliffe Hicks School of Agriculture:

a. Before registering for classes, each applicant must present a satisfactory health report upon blanks furnished by the University. This includes a health history, a thorough physical examination, and a certificate of successful vaccination against smallpox.

b. Each applicant must present upon request evidence of his industry and application in study and his general fitness to share in the activities of the University. Each applicant may be called upon to supply supplementary information through an interview, if written information needs amplification or clarification.

c. Each applicant shall have graduated from, or have completed 16 units in, an approved secondary school.

d. All applicants for admission to undergraduate degree programs are required to provide official transcripts of their high school grades and their scores on the Scholastic Aptitude Tests of the College Entrance Examination Board. Although scholastic performance in high school and S. A. T. scores serve as the primary basis for evaluation, supplementary information and recommendations are also sought and

used by the Admissions Office. Admission is determined principally by the applicant's likelihood of success: those applicants with the promise of satisfactory scholastic performance are accepted. Specific minimum requirements for admission will be established by the Senate.

e. At least three-fourths of the normal four-year secondary-school program presented for admission shall consist of college preparatory work. This college preparatory work shall include four years of English, two years of mathematics (two years of algebra, or a year of algebra and a year of plane geometry, or the equivalent), and one year of laboratory science. Exception to the requirements of this paragraph will be made for a student if his combined record of high school standing and score on the scholastic aptitude test of the College Entrance Examination Board is sufficiently high in the judgment of the Committee on Admissions.

2. *Admission of Gifted Students*

The University admission officers are authorized to admit a small number of students who do not meet the ordinary requirements for admission but who show unusual promise of success at college work. Such students shall meet the following requirements:

a. Each applicant must be certified by the principal of his or her secondary school as being outstanding in scholastic ability. While the principal should feel free to use his or her judgment, and no specific rules are laid down to hamper him or her, nevertheless the University wants to make it clear that it expects to admit under this program only students who appear to be unusual intellectual leaders and who can be expected to be honor students in the University after admission. Each applicant shall further be certified by his or her principal to be of sufficient maturity and stability to make him or her a reasonable scholastic risk as compared with the average graduate of his or her preparatory school.

b. Each applicant shall have completed a minimum of 12 units in an approved high school, of which at least 9 must be college preparatory in nature.

c. The preparatory units should ordinarily include at least three units of English, two of mathematics and one of natural science. Any or all of such units may be satisfied by performance on an achievement test administered by the University, under the jurisdiction of the Committee on Curricula and Courses, and may constitute partial fulfillment of the requirements set forth in paragraph b.

d. Each applicant shall be required to demonstrate outstanding ability by performance on admissions tests. Such tests shall include both general aptitude tests and achievement tests covering subject matter specified in paragraph c, and shall be administered under the jurisdiction of the Committee on Admissions who will make periodic reports to the University Senate on the techniques and procedures used.

3. *New England Regional Program*

First priority on admission to the University's undergraduate program is given to qualified residents of the State of Connecticut. In line with the policy of developing certain specialized centers at New England Land Grant Universities on a regional basis in order to secure improved quality at reduced cost, the University gives second priority for admission to qualified applicants from the other New England states who are identified as seeking admission to programs which have been approved as regional programs by the Board of Trustees. Those out-of-state undergraduate students admitted to and actively enrolled in an approved regional program will be considered Connecticut residents for purposes of fees and tuition.

4. *Advanced Standing and Transfer of Credit*

a. Students whose records are acceptable may be admitted from other collegiate institutions having requirements similar to those of the University of Connecticut. The number of transfer credits such students receive depends upon the character, quantity, and quality of the work they have done. Each applicant for admission with advanced standing must present a complete official transcript of all work which he has previously taken at other colleges or secondary schools.

Transfer credit will not ordinarily be given for courses in which the student received the lowest passing mark. Transfer students shall be required to meet the scholastic standards of their semester classification. The quality point ratio of transfer students will be computed on the work taken at the University of Connecticut only.

Work done in other collegiate institutions is evaluated by the University Examiner.

New students must submit complete transcripts of all work taken at other institutions as a part of their admission procedure whether or not they desire credit for such work, and students who take such work after their admission to this University must submit transcripts covering it as soon as the work is completed whether or not they desire credit for the work.

In addition to other procedures, and with the approval of the appropriate department and the President or his designated representative, College Entrance Examination Board (C. E. E. B.) Advanced Placement or College-Level Examination Program Tests or other examinations may be used as a basis for granting advanced standing to students at the time of admission. In such cases, the Admissions Office shall forward the records compiled by the C. E. E. B. or the Bureau of Educational Research to the department teaching the subject matter covered by the test. The department, having examined the materials submitted, shall determine whether the student (1) is to be granted full credit for a specified course as a transfer course, or (2) is to be permitted to use a specific course in meeting prerequisite requirements for more advanced courses or in fulfilling course requirements for

graduation, or (3) neither of the preceding alternatives.

Students registered at the University who desire to take work in other collegiate institutions to be applied toward their degree at the University should obtain approval from the University Examiner before taking such work. Work of college grade given in or under the direction of an accredited college or university as part of one of the armed services' programs will be accepted for credit on the same basis as other transfer work.

b. *Advanced standing for superior high school students.* The President, or an administrative officer assigned by him, may designate selected secondary schools in which specially selected members of the secondary school staff will offer regular University courses at the freshman-sophomore level to superior students. The program is limited to students whose past scholastic records have been outstandingly good and who have been admitted by the President or by some other University administrative officer designated by him.

The content of the courses will be determined by the appropriate University department and the examinations must be approved by those departments. Students who successfully complete such courses will receive the regular University credit for them.

Students may withdraw from a course or from the program at any time; also the University or the secondary school may require withdrawal from specific courses or from the entire program at any time.

No grade lower than C shall receive credit or be entered into the student's permanent University record.

5. *Unclassified Students*

Persons of maturity and earnestness of purpose who, in the opinion of the admissions officers, are capable of undertaking college work with profit may be admitted as unclassified students for complete courses or parts of courses. Such students must be at least 21 years of age. Exceptions to this age minimum can be made by the Admissions Office if unusual circumstances warrant it. The applicants may be required to demonstrate, by examination or otherwise, that they are qualified to undertake college work.

Students who have completed work in other accredited collegiate institutions and who do not desire to become candidates for degrees at the University may also be admitted as unclassified students upon presentation of a statement certifying that they are in good academic standing in, or are graduates of, the institution last attended. Exceptions to this rule can be made by the Admissions Office only if there are clear indications that the student will be able to meet the academic standards of this University.

Unclassified students must maintain a minimum cumulative quality point ratio of 16 after having been registered for 12 credits. Unclassified students shall register for a maximum of 7 credits per semester. Exceptions can be made by the Dean of Students only in unusual circumstances.

Any student who is registered as an unclassified student and meets all requirements for a regular student in good standing may become a regular student on application to the Office of Admissions.

After an unclassified student has completed 24 credits at the University of Connecticut with a cumulative quality point ratio of at least 21, the student may petition the dean of the school in which the degree is to be earned for admission to regular status. The petition requires approval by the dean and the President.

Credits earned by an unclassified student are not applied toward a degree while the student holds unclassified status. Whether such credits may be counted toward a degree if the student is later admitted to regular status will be determined at the time he becomes a regular student.

B. Registration

All undergraduate students are required to register before the first day of classes in each semester, and on the dates announced. Students not properly registered during a semester or term may not at the end of that period receive credit for courses or parts of courses completed, unless upon recommendation of the counselor, the instructor concerned, and the dean of the school or college concerned, permission is granted by the Dean of Students.

1. *Late Registration*

A student who fails to register at the specified time is subject to a fee of five dollars unless he can satisfy the Dean of Students that his lateness was unavoidable.

A student registering more than one week after the beginning of a semester must obtain the written permission of the Dean of Students, who shall determine whether or not he shall take a reduced load. Permission of the instructor in each course also is required in all such cases.

2. *Credits Permitted in a Semester*

Full-time students must register for not fewer than 12 credits in any semester.

In all schools and colleges, except Engineering and Pharmacy, the maximum number of credits for which a student may register shall be 17, unless he is enrolled in credit-bearing courses in Basic Military Science or has earned in the previous semester a quality point ratio of 26 or above, in which case the maximum number of credits for which

he may register shall be 18. In these schools, no entering freshman may register for more than 17 credits unless he is enrolled in credit-bearing courses in Basic Military Science and no student may register for more than 18 credits.

In the Schools of Engineering and Pharmacy, no student may register for more than 19 credits unless he is a junior or senior who has earned in the previous semester a quality point ratio of 26 or above, in which case the maximum number of credits for which he may register shall be 21.

Exceptions to the regulations on credits permitted in a semester may be made by the advisor and the dean of the school in which the student is registered.

Credits earned by undergraduate students in special topics and problems courses shall be limited to a maximum of six in a single department in any one semester. Exceptions may be made by the Committee on Scholastic Standards for a special program upon application either by the faculty of a school or college or by the standing committee on Innovative Education.

No student may earn more than seven credits in any six-week summer session.

3. *Part-Time Students*

An undergraduate who registers for fewer than 12 credits is a part-time student and may not participate in any extra-curricular activities involving intercollegiate competition, nor, except by special permission of the Dean of Students, may he reside in a University-owned residence. A student may be registered for fewer than 12 credits only with consent of the advisor and the dean of the school in which the student is registered.

4. *Attending Courses Without Credit*

Persons who do not wish to register for credit may be permitted to register as auditors under the following conditions: That they pay the regular fee (no additional fee for students registered for a full-time credit load); obtain the consent of the instructor; audit only courses for which there are adequate classroom and laboratory facilities; and in the case of full-time students, obtain the consent of their advisor. All permissions and registrations for auditing courses shall be filed in the Registrar's Office.

See also Article X, Section K14, Laws, By-Laws and Rules of the Board of Trustees.

5. *Registration in Courses Labeled "credits and hours by arrangement"*

When the number of credits to be earned in a course is not fixed in the catalog announcement, the instructor shall send in writing to the Registrar, before the end of the second week of the course, a statement of the maximum number of credits which can be earned by each student. At the end of the semester he shall report for each student a mark and the number of credits actually earned, which shall not exceed

the maximum previously fixed.

6. *Laboratory Credits*

When credit is assigned for laboratory work, laboratory periods of from two to three hours shall be assigned one credit with the exception that three credits may be assigned to four-hour laboratories which are laboratories of an advanced or design nature requiring outside preparation approximately equivalent to that required for a two-class period course.

7. *Repeating Courses*

Any student who is regularly registered for any course and who satisfies the requirements shall receive credit therefore, except that no student shall receive credit for the same course twice. A student is regularly registered for a course only when in registering he has conformed to all university or college regulations or requirements applying to registration for the course. A student, with the written consent of the instructor and the dean of the school or college in which the student is enrolled, may repeat a course previously passed in order to earn a higher mark. When this is done, credit shall be allowed only once, but in the computation of the quality point ratio the registered credit and the quality points for both marks shall be included.

8. *Adding or Dropping Courses*

Students who have not preregistered must have their course schedules approved by their academic advisor prior to registering.

Prior to the beginning of a semester and through the second week, preregistered students wishing to add or drop courses must have the approval of an academic advisor and where it is specifically indicated, the approval of the head of the department offering the courses.

From the third week through the ninth week, students wishing to add courses must have the approval of the student's advisor, the course instructor and the dean of the school or college in which the student is enrolled. Ordinarily, students may not add a course after the second week; thus the request to the dean shall include a petition signed by the counselor setting forth the reasons for the request. Students wishing to drop a course require only the approval of the advisor. Not more than one course may be dropped after the second week.

Beginning with the tenth week of the semester, students wishing to drop a course require the approval of the dean as well as the advisor.

Students dropping a course after the second week of classes will have a 'W' (for Withdrawal) recorded on their transcripts.

Undergraduate students wishing to adjust their schedules to fewer than twelve credits must have the approval of the dean of the school or college in which the student is enrolled in addition to the permission of the advisor. In considering a schedule with less than twelve credits, the student should note the regulations concerning part-time students, particularly those bearing on student aid. Full-time students, as determined by the initial registration, who have earned less than nine credits in any semester will be placed on probation in the subsequent semester.

When permission has been obtained to adjust the course schedule, the student should file it with the Registrar.

Student section changes may be arranged within the department and then filed with the Registrar.

Students at the University's branches are subject to all these rules governing the adding and dropping of courses except that their petitions are handled by personnel at the branches rather than on the Storrs campus. On these particular matters the instructor in the course acts for the department head, and the director of the branch acts for the dean of the school or college concerned.

9. *Withdrawals and Leaves of Absence*

A student in good scholastic standing who withdraws from the University at any time before the final examinations in a semester shall receive no credit for courses taken nor be charged with any failures during the semester.

No student who withdraws after the end of the sixth week of a semester will be permitted to register for a subsequent semester without the permission of the Dean of Students. It is understood that when such permission is sought the Dean will ascertain the standing of the student at the time when he withdrew. Such student shall be treated as a dismissed student if his standing at the time he withdraws is such that if it were continued to the end of the semester he would then be subject to dismissal. If a student is not permitted to return to this University that fact is to be entered on his permanent record. (For special procedures governing students who entered war service during a semester see the section on Scholastic Standing.)

A student in good standing who leaves the University at the end of a semester and is out of residence for one or more semesters may re-enter at the beginning of any later semester upon application to the Dean of Students.

The attention of such students is called to the fact that special permission is needed to count courses taken more than eight years before graduation. See C 1 e.

All students withdrawing from the University for any reason must notify the Registrar on the proper forms.

A student in good standing who wishes to withdraw from the University may apply to the Dean of Students for a Leave of Absence, which will permit him to resume his studies in a semester specified by mutual agreement. Normally the period of such leaves would not exceed three semesters.

C. Minimum Requirements for Undergraduate Degrees

1. *Requirements in General*

The degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, and Bachelor of Science are awarded by the vote of the Board of Trustees to students who have met the following requirements: (1) earned at least 120 credits in all curricula except the School of

Engineering (137), the School of Nursing (125 credits), and the School of Pharmacy (158 credits); (2) earned at least 20 times as many quality points as the number of credits for which they have been registered in the Upper Division; (See Note) and (3) met all the requirements of one school of the University and filed with the Registrar an approved plan of study for all schools except Nursing, Pharmacy, and Physical Therapy. Students are referred to the detailed statements of the various schools for additional requirements.

Note: The Upper Division commences with the first semester following the semester in which a student has first accumulated 60 earned credits. (See also E 9). Students who entered the University before September 1969 must have earned at least 18 times as many quality points as the total number of credits for which they have been registered.

A department shall not impose specific course requirements upon major students in addition to those prescribed in the curricula of the schools and colleges.

Degrees are awarded only to students who are in good standing, and who have met all their obligations to the University.

a. Credit Extension Courses

University Extension courses given for credit toward the degree must be regular courses or integral parts of regular courses, and students taking these courses must submit to the scholastic regulations of the University.

b. Residence Requirement

No degrees shall be granted unless the work of the last two semesters (30 credits) has been completed in residence except that acceptable work done in the armed services programs may be substituted for residence work provided the student has earned a minimum of 30 credits in the University prior to his military service and provided the transcript of the work is presented for evaluation within two years after the discharge of the student from military service.

When a student's program can be academically enriched by permitting him to take a portion of his work at another institution, as certified by the head of his major department and the dean of his school or college, the student may request the President to make an exception. If an exception is made, the last fifteen credits must be taken in residence, and the student must have earned a minimum of thirty credits at the University.

All Extension courses offered by this institution for credit may be used to meet undergraduate residence requirements of the institution.

c. Exemptions and Substitutions

Students who, for any reason, desire to be excused from any requirements, or to substitute other courses for those prescribed, shall consult the dean of the school or college concerned. Such exemption or

substitutions must be recommended by the dean of the school or college and approved by the President.

d. Examination for Course Requirements

Any student may, with the permission of the dean of the school or college concerned, meet school or college requirements by examination without credit, the examination to be given by the department in which the course meeting the requirement is offered.

e. Eight-Year Rule

No course shall be counted for graduation unless it is presented within eight years of the time it was taken, except by consent of the dean of the school or college concerned and the President.

f. Applicability of Requirements

A student graduating in any school or college must meet the requirements of that school or college as they existed at the time he entered that school or college or at any subsequent time. Students who transfer out of a school or college do not retain any rights in that school or college and if they transfer back they can no longer continue under earlier requirements.

g. Second Degree

A student who has received one baccalaureate degree may receive a second degree if he (a) meets all requirements for both degrees, and (b) presents for the second degree at least 30 credits in addition to those presented for the first degree. The University does not, however, award the same baccalaureate degree more than once to a given student even if he completes more than one program which would lead to this degree. The cumulative quality point ratio of students who are applicants for a second baccalaureate degree at this institution is based on all credits and quality points accumulated in fulfilling requirements for both degrees.

2. *Minimum University Course Requirements*

Every undergraduate student in the University, both on the main campus and in other centers in the State, must fulfill a distribution, and an English requirement as described below. Students are encouraged to complete these minimum requirements during their freshman and sophomore years. Individual schools or colleges may add to these requirements, or make them more specific. The actual requirements for each school and college are described in the current catalog, but the minima specified by the University for all schools and colleges are:

a. *Distribution Requirement*

(1) Every student shall take at least three courses totalling at least 9 credits in each of three groups, designated I, II, and III.

Group I	*Group II*	*Group III*
Astronomy	Anthropology	Art
Biological Sciences	Economics	Classical Languages
Chemistry	Geography	Dramatic Arts
Geology	History	English
Linguistics	Journalism	Germanic Languages
Mathematics*	Political Science	Music
Physics	Psychology	Romance Languages
Statistics	Sociology	Slavic Languages
Computer Science courses offered by the Department of Electrical Engineering	Speech	

*Mathematics 109, *Algebra and Trigonometry*, may not be used toward the Group I distribution requirement.

(2) As many as three courses listed under either Philosophy or Science may be substituted for the same number of courses in Groups I, II, and III provided no more than one such substitution is made in each Group.

(3) With the approval of the Senate, the departments listed shall be permitted to exclude certain of their courses from Groups, I, II, and III. Moreover, with the approval of the Senate, these departments shall be permitted to divide their course offerings among Groups I, II, and III provided that no course is included in more than one group. Regardless of how the courses in a department are divided, no student may count more than three courses in a department to meet the course distribution requirement.

(4) Courses for which a student has received credit by examination may be used to fulfill the distribution requirement, but not courses from which the student is exempt (e.g., by examination) without credit. However, students who enter the University under the old A-F group requirements and were exempt from English 105 will be permitted to count that course toward the Group III requirement provided their school or college permits use of English 105 to satisfy the distribution requirement.

b. *Required Course in English*

All students are required to take English 105. This requirement will be waived if the student has successfully completed this course while enrolled in the Cooperative Program for Superior Students, or has been admitted to the Honors Program, or has demonstrated superior achievement on the Advanced Placement Tests of the College Entrance Examination Board.

3. *Conferring of Degrees*

Degrees shall be conferred only on Commencement Day. Students who do not complete the work for the degree by Commencement Day may not receive the degree until the following Commencement.

Only those students who have met all requirements for the degree may be in the Commencement academic procession and take part in the graduation exercises.

Although degrees shall be conferred only at Commencement, students who complete the requirements at any other time may, at their request, have their diplomas dated as of the time when the requirements were completed.

D. Choice of Studies

1. *Levels of Instruction and Prerequisites*

Courses numbered 100 are primarily for freshmen and sophomores, courses numbered 200 for juniors and seniors, and courses numbered 300 and 400 for advanced and graduate students. Upon recommendation of the counselor and with the permission of the instructor and of the dean of the college within which he is registered, a freshman may elect not more than one 200-level course in a semester (in addition to those 200's foreign language courses for which he may qualify), provided that this action will not cause postponement of any course requirement beyond the time prescribed. At the beginning of their fourth semester students may, with the consent of the instructor, register for 200 courses not designated as "Open to Sophomores" *provided* that by the end of their fourth semester they will have earned 54 credits (62 for students in the Schools of Engineering and Pharmacy) in 100 courses and 200 courses designated as open to sophomores and such registration will not prevent them from meeting course requirements at times prescribed.

Sophomores *who do not meet* the above requirements but who desire to elect 200 courses not designated as open to sophomores must obtain the consent of the instructor and of the dean of the college in which they are registered.

Undergraduates are allowed to take courses at the 300's or 400's level only if they have a cumulative quality point ratio of 26 or above

and if they are in the seventh or eighth semester of University standing. Exceptions can be made only by the instructor and the dean of the school or college in which the student is registered.

All prerequisites to courses as listed in the catalog must be met before registration in those courses. If, however, a student considers that he has the equivalent of a prerequisite listed for a given course, he may present evidence thereof to the instructor concerned, and may register for the course if written consent is filed by the instructor in the Registrar's Office.

No course prerequisite to a second course in the same department shall be open for credit to a student after he has passed the second course unless exception is made by the department. Departments are authorized to make exceptions in individual cases or by general regulation stated in the catalog.

2. *Course Credit by Examination*

Examinations will be prepared in courses that are listed in the catalog when there are acceptable candidates and will be given at stated periods, not oftener than once a semester.

Examinations will be constructed and evaluated by the instructor in charge of the course. Examinations must be wholly, or in substantial part written, unless the nature of the course makes more appropriate an oral or performance examination. Examinations in laboratory courses may be written, but should give assurance that the laboratory techniques have been understood and mastered. Copies of particular examinations may be released by the Bureau of Educational Research as sample examinations when approval is given by the department concerned.

A student taking an examination for course credit must first have his qualifications reviewed by, and must have received the written permission of, the department concerned and the President. Arrangements for taking examinations are made by the student with the Bureau of Educational Research after this permission has been received.

No student is permitted to earn by examination more than one-fourth of the credits required for the degree.

No student is permitted to take an examination in a course in which he has received a mark of "F." (See "Scholastic Standing.")

A student who fails the examination may have one opportunity to repeat the examination but not less than three months after the first trial.

Only full-time undergraduate students in good standing are eligible to take examinations for course credit.

Course credit by examination may not be used to meet credit requirements for advanced degrees at this institution.

A student who takes an examination for the purpose of obtaining credit receives the mark in the course that he makes on the examination

and the regular quality points for that mark.

A student will not be granted permission to take an examination covering a part of a course with the expectation that other parts will be made up in class or laboratory or otherwise.

A student may not take an examination for credit in a course any substantial portion of which has been covered previously in any other college or secondary school course for which the University has granted credit.

Course credit is not granted by examination for French 161-162, Spanish 181-182, Italian 145-146, German 131-132, Russian 155-156, Latin 121-122, Greek 171-172, Hebrew 151-152, Polish 111-112, or Portuguese 131-132.

3. *Time When Certain Courses Must Be Taken*

If a counselor stipulates the time when university course requirements should be met, the student must take the courses at that time unless an exception is made by the Dean of Students upon the recommendation of the dean of the school in which the student is registered.

4. *Plan of Study*

Each student (except those in Nursing, Pharmacy and Physical Therapy) shall file with the department of his major after approval by his academic advisor, a tentative plan of study on a form provided by the Dean of his school or college. This shall be done as early as possible, but in no case later than a date fixed by the school or college.

A final plan of study approved by the major advisor and the department head must be filed with the Registrar no later than the end of the fourth week of classes of the semester in which a student expects to be graduated.

5. *Change of School*

Changes from one school or college to another may be made only with the written permission of the Dean of Students on recommendation of the dean of the school or college to which the student wishes to transfer.

6. *Military Training*

Juniors or seniors who do not sign the contract for the advanced work in the Reserve Officers' Training Corps may not elect the junior-senior courses in national defense, except with the consent of the Professor of Military Science and Tactics or the Professor of Air Force Aerospace Studies and the President.

No credit toward the degree is granted for the R. O. T. C. summer training course prescribed for those who are candidates for a Reserve Officers' Commission.

With the permission of the Professor of Military Science and Tactics or the Professor of Air Force Aerospace Studies a student who has failed a national defense course may repeat the course and register for a following course in the same semester and receive full credit in the two courses, although taking only one corps training or leadership laboratory training period.

Within a quota assigned by the Department of Defense, the

President of the University and the Professor of Military Science and Tactics or the Professor of Air Force Aerospace Studies may select students who have completed the Basic Course for entry into the Army or Air Force Advanced Program. Entry into either Advanced Program is subject to a contractual agreement that the student will complete the Advanced Program. Candidates for the Army or Air Force Advanced R. O. T. C. Courses who are veterans with twelve or more months active service may be eligible for the Advanced Programs without completing the Basic Courses.

Juniors or other students with four semesters remaining in the institution may apply for the advanced Army or Air Force 2-year programs and, if medically and otherwise qualified, enter directly into a commissioning program without having taken the basic courses. Prerequisite course work will be taken during summer training periods but academic credit will not be granted.

E. Scholastic Standing

1. *Classification of Students*

Students in good standing are listed as sophomores, juniors, or seniors, if they have earned 26, 54, or 86 credits respectively, except in the School of Engineering and Pharmacy, where they must have earned 30, 62, or 100 credits respectively.

2. *Undergraduate Marks*

Undergraduate marking shall be done according to a letter system in which A shall represent excellent work; B, good; C, fair; D, merely passing; F, failure, the abbreviations Inc., Abs., and Inc-s, to be used as stated below, with the following exception: On the recommendation of a department and the Dean of the School or College and the approval of the Senate, a course may be graded S to represent satisfactory or U, unsatisfactory, with credit awarded for S but no QPR for either grade. No student shall be reported as conditioned in any course.

In all non-credit courses students shall be reported as passed "P" or failed "F."

A student who has earned at least 26 credits toward graduation and is not on scholastic probation may elect a maximum of 16 credits to be distributed over not more than four courses, to be recorded only as passed "P" or failed "F" on his or her permanent record. A student may not elect more than one course on a Pass-Fail basis in any given semester. Students who are taking a course on a Pass-Fail option may change the course to the regular system up to and including the ninth week of a semester. Similarly students may change from the regular grading system to a Pass-Fail option up to and including nine weeks into the semester.

Students shall be entitled to exercise the Pass-Fail option only once during any summer regardless of the number of sessions attended; a change from the regular grading system to a Pass-Fail option or from a Pass-Fail option to the regular grading system must be made before the end of the third week of the session.

Students are alerted to several possibilities: 1) Pass-Fail credits may not be acceptable if a student changes majors or schools within the university; 2) Pass-Fail credits may not be transferable at another

institution; and 3) Pass-Fail credits may not be respected by institutions evaluating a student's transcript.

During the semester the student takes all examinations and is graded in the usual way by the instructor. However, the student's permanent record will show only "P" if he passes, or "F" if he fails. In neither event will a course taken under the option be included in the computation of the semester or cumulative quality point ratio. The individual schools and colleges have the privilege of adopting the Pass-Fail option with or without supplementary restrictions. Students are referred to the detailed statements of the various schools in the University Catalog for such restrictions.

In reporting to students, the Registrar shall state the courses for which the student is registered, the credit value of each course, and the student's mark in each course.

No student who has failed in a course shall have further opportunity to receive credit in that course except by repeating the work.

The student, with the written consent of the instructor and the dean of the school or college in which the student is enrolled, may repeat a course previously passed in order to earn a higher mark. When this is done credit shall be allowed only once, but in the computation of the quality point ratio the registered credit and quality points for both grades shall be included.

A student who withdraws from a full-year course at the close of the first semester shall, if he has passed the course, receive credit for the work of the first semester unless it is announced in the catalog that the course must be taken in its entirety; in which case the credit shall be withheld until the course is completed.

The mark of *Incomplete* shall be reported only when a portion of the assigned work has not been completed because of the necessary absence of the student or other reason equally satisfactory to the instructor, and then only when the instructor judges the work already done by the student to be of passing quality.

A student who is absent from a semester examination shall be given a mark of *Absent* if in the opinion of the instructor the student might by means of a satisfactory performance on the examination complete the work of the course with a passing mark; if in the opinion of the instructor such a student would fail the course regardless of the result of the examination, the student shall be given a mark of F. When a mark of *Absent* is given, the student may have a later opportunity to take an examination if the absence is excused by the Dean of Students. Excuse will be granted only if the absence is due to grave cause such as the student's serious illness, or the serious illness or death of some member of his immediate family.

Students may obtain credit for courses in which their marks are *Incomplete* or *Absent* only by completing the work of the course in a

satisfactory manner before the end of the fourth week of the next semester in which they are enrolled. If this is not done the grade in the course becomes a failure. The report of the satisfactory completion of such a course shall be by letter mark. In exceptional instances an extension of time for making up *Incomplete* or *Absent* marks may be granted by the Dean of Students.

A student who enters war service during a semester will receive a mark of Inc-S in each course unless before leaving he took, with the permission of the President, an examination covering the entire course. If a student who has been passing the course fails such an examination he still will receive a mark of Inc-S. The President shall be responsible for determining to whom the mark of Inc-S shall be given.

When a student who has received an Inc-S returns, he may, with the permission of the President, take an examination covering the entire course in order to earn credit for the course; or he may drop the course without receiving a failure. A returning student who fails in such an examination may still drop the course without receiving a failure.

Semester marks shall be reported to the Registrar as soon as possible after the completion of the final examination and in no case later than 72 hours. Exceptions to this rule may be made by the Dean of Students.

The Registrar is authorized to record a mark of Pass for any candidate for graduation whose eligibility cannot be determined because of a mark not reported by an instructor, provided such record be made no earlier than noon of the Thursday preceding Commencement and that all due diligence be used to obtain the record marks given by the instructor.

Quality Points

The following quality points per credit shall be assigned to the marks: A, 40; B, 30; C, 20; D, 10; F, 0.

Semester and Mid-Semester Reports

Students shall be notified of student standings at the end of each mid-semester marking period and at the end of each semester.

At the end of each mid-semester marking period, instructors shall turn in letter marks for each student in 100 and 200 courses (standing in courses numbered 300 and above may be reported "satisfactory" or "unsatisfactory"), and the reports shall be sent to counselors and students but shall not be made a part of the permanent record. If a student is doing unsatisfactory work, the full responsibility for improvement is left to him. He is strongly advised, however, to confer with his counselor, with the instructors concerned, and with others qualified to assist him in improving his standing in the University.

Absences

The faculties of the University consider attendance at classes a

privilege which is extended to students when they are admitted to the University and for as long as they are in good standing. The Instructor concerned is given full and final authority (except in the case of final examinations) to decide whether or not a student is permitted to make up work missed by absence and on what terms.

Instructors are expected to turn in marks which indicate the extent to which the student has mastered the work of the course. Such marks are not to be reduced because of student absences as such, but if absences have influenced the student's accomplishment this should be reflected in the student's grade.

6. *Semester Examinations*

Written examinations are held at the end of each semester in all 100's and 200's courses except that the requirement may be waived at the discretion of the instructor in those courses defined as independent study courses by each department. Other exceptions to the rule may be made in the case of seminars, practicums and purely laboratory courses. In these courses and others where a convincing case can be made for final evaluation of students' work by means other than a written examination, departments can make exceptions to the rule with the approval of the Dean of the School or College before the beginning of the semester in which the course is to be offered. No student shall be permitted to take any final examination prior to the scheduled time. Instructors are at liberty to give seniors oral rather than written semester examinations. Examinations in courses numbered 300 and above may be given or omitted at the discretion of the instructor.

No semester examination shall be given except at the usual times to any student except those who by sickness or other unavoidable causes have been prevented from attending the regular semester examination. Exceptions may be made by the Dean of Students.

A student who is absent from a semester examination, except for grave cause, shall lose semester credit in the course. A student who is absent for grave cause may have a later opportunity to take an examination without penalty provided the absence is excused by the Dean of Students.

There shall be four examination periods scheduled each day, covering two class periods, and each examination period shall be two hours in length.

In courses scheduled by arrangement the semester examination will be given during the last meeting or meetings of the class except that instructors of graduate courses scheduled by arrangement may arrange the time of final examination during the examination period provided

space is available and provided no student shall have over two examinations in one day.

Each instructor shall determine in his own courses the weight to be assigned to the semester examination in computing the semester mark of a student.

Each instructor in charge of a course is expected to assume responsibility for proctoring semester examinations.

7. *Cheating*

a. Faculty members shall take all reasonable steps to prevent cheating by students in their courses.

b. When a case of cheating is discovered:

(1) The instructor shall impose within the course whatever penalty he feels the circumstances warrant. He may fail the student at once, or he may impose a lighter penalty. The Senate believes that clear cases of cheating should properly be punished by an immediate grade of F in the course.

(2) The instructor shall also report the case to the Dean of Students. He shall describe his own action in the case, and he may recommend further action by the Division of Student Personnel.

(3) The Division of Student Personnel shall review the case in light of the student's record, including previous offenses, and may assess additional penalties not involving the course in question. Such penalties might include disciplinary warning, disciplinary probation, or suspension or dismissal.

c. During the period in which a student is under disciplinary suspension as a result of academic dishonesty, any academic credits he may earn at another institution will not be accepted for transfer credit.

d. A student who has been under disciplinary suspension for cheating will upon readmission to the University be placed on disciplinary probation for at least one semester immediately following his return.

8. *Suspension or Expulsion*

Suspension or expulsion may be incurred as a result of unsatisfactory conduct. Both suspension (temporary separation from the institution) and expulsion (permanent separation from the institution) entail non-residence on the University campus.

No student who has been expelled shall receive an honorable

dismissal and no student who has been suspended shall receive an honorable dismissal during the period of his suspension.

9. *Scholastic Probation and Dismissal*

Scholastic probation and dismissal from the University for scholastic reasons shall be administered by the Dean of Students in accordance with the regulations that follow:

Scholastic probation is an identification of students whose scholastic performance is below University standards. The student and the student's counselor or advisor are informed that a marked academic improvement in future semesters is necessary to obtain the minimum scholastic standards.

Students are on scholastic probation for the next semester in which they are enrolled if their academic performance is such that they are included in any of the following conditions:

1. *Lower Division* students who have completed their first or second semesters who have earned less than a 14 semester quality point ratio.
2. *Lower Division* students who have completed their third semester who have earned less than a 16 semester quality point ratio.
3. *Lower Division* students who have completed their fourth semester or more who have earned less than an 18 semester quality point ratio.
4. *Upper Division* students who have completed their first Upper Division semester with less than an 18 semester quality point ratio.
5. *Upper Division* students who have completed their second or third Upper Division semester with less than a 19 Upper Division cumulative quality point ratio.
6. *Upper Division* students who have completed their fourth Upper Division semester or more who have earned less than a 20 Upper Division cumulative quality point ratio.
7. All full-time students as determined by initial registration, who have earned less than 9 credits during the last semester for which they were enrolled.
8. All part-time students who at the end of the semester have earned less than 60% of the credits for which they were initially registered.

Credits taken in summer school will be considered as part of the subsequent semester.

A student who fails to meet these minimum scholastic standards for two consecutively registered semesters or for three in the same division or for a total of four in his academic career is subject to dismissal.

A student who attains less than one-half of the stated scholastic probation minimum standards at the close of any semester is subject to dismissal.

No student who has earned the minimum number of credits required for graduation, but who has earned fewer than 20 times as many quality points as the number of credits for which he has been registered in the upper division, may continue in the University without the consent of the Dean of Students on the recommendation of the student's major department head and academic dean.

A student who is subject to dismissal but who, for extraordinary reasons, is either permitted to continue or is subsequently readmitted may not participate in any major extra-curricular activity: i.e., he may not hold office in any University club or organization, and he may not take part in any activity related to extracurricular public musical or dramatic performances or public athletic contests and may be subjected by the Dean of Students to other conditions for his continuance or readmission.

A student shall be considered to be in the Lower Division until he has earned at least 60 credits toward the degree. After a student has earned 60 or more credits his next semester shall be considered to be his first semester in the Upper Division unless exception is made by the Dean of his school or college on recommendation of his academic advisor.

Semester standing within both the Lower and Upper Divisions is determined by the number of calendar semesters completed, without reference to the number of credits for which the student has been registered.

When a student is dismissed from the University for scholastic reasons only, any certificate or transcript issued must contain the statement "Dismissed for scholastic deficiency but otherwise entitled to honorable dismissal."

Dismissal involves non-residence on the University campus.

Students who have been dismissed may, during a later semester, request an evaluation for readmission to the University by applying to the Office of Student Affairs. Readmission will be considered favorably only when the evaluation indicates a strong probability for academic success. Readmission can occur only after one regular semester has elapsed since the student was dismissed.

F. Scholastic Honors

The purpose of the University in formulating the regulations concerning scholastic honors is to stimulate its more promising students to a full use of their powers by offering them special opportunities for study, to make them ambitious to master their chosen field of knowledge and to accord suitable recognition to those who show true scholarship.

1. *Dean's List*

Semi-annually the deans of the various schools and colleges shall issue a list of those students who for the previous semester (a) were registered for at least twelve calculable credits, (b) received no mark below C, (c) earned at least thirty times as many quality points as the number of calculable credits for which they were registered at the end of the semester and (d) were in at least the upper quartile of their respective school or college.

2. *Degrees with Distinction*

Degrees with distinction are awarded to students who in an examination near the close of the senior year give evidence of unusual attainment in a major field of interest. The fact that candidates for degrees have completed with distinction work in a special field will be stated on their diplomas and on the commencement program.

Candidates – Each department shall be responsible for selecting candidates for degrees with distinction from among its major students obtaining their consent to candidacy and notifying the Registrar and Director of the Honors Program that the candidacy is approved. Students wishing to become candidates for distinction are encouraged to apply to their departments. Prospective candidates must have a cumulative quality point ratio of 28 or more for their first three years, except that departments may, with the consent of the Standing Honors Committee, admit students who do not meet these requirements. The department should ordinarily select and recommend only those

candidates who are expected to have a quality point ratio of 35 or more in their major field at the time of graduation. A department may, on notice to the Registrar, withdraw the candidacy of any student who proves unadapted to independent study.

Time of Selection – A preliminary selection of candidates shall be made at the time of advance registration for the senior year. Departments shall submit a final list of candidates to the Registrar not later than the end of the second week of the seventh semester. Exceptions may be made only by vote of the Standing Honors Committee.

The Preparation of Candidates – The preparation of candidates shall be supervised by the major department. Each candidate shall complete at least three and preferably six credits in seminar courses or in supervised study or research.

The Content of the Examination – The examination shall include a thorough written test of the candidate's knowledge of the major field and whatever other ground may be prescribed by his department, such as his ability to see relationships between subjects which have been treated in different courses, his knowledge of important topics related to but outside his major field, or his familiarity with current activity in his field.

The responsibility for the approval of the text of distinction examinations shall be vested solely in the departments. The department shall however, file their written examinations with the Standing Honors Committee. It shall be the duty of the Standing Honors Committee, from time to time, to make to the departments suggestions and criticsm which seem to be in the general interest.

In addition to the written examination, the department may require an oral examination.

Time of Examination – Distinction examinations shall be scheduled by the Departments, but ordinarily not earlier than two weeks before the beginning of the semester examination period, and in no case before the middle of the semester. Notification of the oral examination if required shall be given at least one week in advance to the Director of Honors Programs in order that the Committee may be represented.

Reports from Departments – When examination is completed, the department shall send to the Registrar its recommendation that the degree be granted with distinction, or without distinction, with written statement of the reasons for the recommendation. The department may invite visitors to the oral examination and may solicit their judgment concerning the student's performance. The Standing Honors Committee after considering the department report and any other available information, shall determine whether distinction shall be awarded. Recommendations and awards shall be based on the results of the candidate's written and oral examinations, due consideration being given to his previous scholastic record, especially in his major field.

3. *General Graduation Honors*

Members of the graduating class are eligible for Honors based on their complete academic record at the University of Connecticut. General Scholastic Honors will be awarded on the basis of the combined cumulative quality point ratios of the highest ranking seniors in each school or college.

To be eligible for general honors seniors must have 54 calculable credits at The University of Connecticut. Those seniors whose combined quality point ratio is at least 30.0 and falls in the 75th percentile or above in their respective school or college will graduate *cum laude;* seniors whose combined quality point ratio is at least 34.0 and falls in the 85th percentile or above in their respective school or college will graduate *magna cum laude;* seniors whose combined quality point ratio is at least 37.0 and falls in the 95th percentile or above will graduate *summa cum laude.*

4. *University Scholars*

a. The Standing Honors Committee is authorized to select no more than thirty in any one year of the most promising undergraduate students who will then have freedom from formal curriculum requirements in order that they may develop some program of study which will have personal and academic merit. These students will be appointed University Scholars for their sixth, seventh, and eighth semesters (or eighth, ninth and tenth semester for students in five-year programs). When less than thirty University Scholars are appointed in any selection period, late selections may be considered.

b. Students to be eligible for these appointments should have completed at least 54 calculable credits at the University of Connecticut, and ordinarily shall have a very high combined cumulative quality point ratio. The Standing Honors Committee will determine the CQPR cutoff for issuance of invitations to apply for the University Scholar Program. The selection process for students interested in applying will involve the following steps:

(1) submission of a written application with a statement of purpose and a tentative program of study and with names of faculty who may be asked for recommendations

(2) interview with the Director of Honors Programs

(3) Consideration of applications and selection of University Scholars by faculty members of the Standing Honors Committee. Selection will be made on the following criteria: the level of lower division work as evidenced by CQPR and letters of recommendation, advancement into a major field with evidence of ability to do independent work, and wide-ranging intellectual interests. The selection will be made before the registration period for second-semester courses in each academic year.

c. The Director of the Honors Programs shall appoint, in consultation with each Scholar, a committee of three faculty members one of whom will be designated the major advisor, whose duties shall include helping the student develop a program of study which has academic merit. The Advisory Committee shall make a progress report to the Standing Honors Committee on the nature and quality of the Student's work. At the end of the senior year, the Standing Honors Committee, with concurrent recommendation of the University Scholar's Advisory Committee, shall certify to the Registrar that the student is entitled to the bachelor's degree.

d. The following privileges will be granted these Scholars:

(1) The waiving of whatever fees and charges may legally be waived or the assignment of a stipend, the amount to be set by the President.

(2) The removal of the limitation of credit-load in a semester.

(3) The waiving of maximum credit to be taken in special topics courses in a department.

(4) Permission to take courses numbered 300 and above.

(5) The waiving of all further ordinary requirements for a degree, after completion of requirements prescribed to the time of entry into the program.

e. Students who cannot make satisfactory progress in their program of study will be advised to return to the regular program with necessary adjustments made by the Advisory Committee and the student's school or college.

5. *Honors Program*

a. The Senate Committee on Scholastic Standards is authorized to conduct an Honors Program as a regular part of the instructional program of the University and to delegate such authority as it may deem necessary to the Standing Honors Committee to administer this program. Changes in the Senate regulations required by the Honors Program shall be submitted to the Senate for action through the Committee on Scholastic Standards. Schools, colleges, and departments involved shall be consulted by the Standing Honors Committee on all matters touching their interests. For the current regulations governing the Honors Program see the minutes of the University Senate.

b. The Standing Honors Committee shall report to the Senate annually through the Committee on Scholastic Standards on the progress of the Honors Program.

G. **Eligibility for Participation in Collegiate Activities**

1. *Intercollegiate Competitions*

Only full-time students who are regularly registered in four-year curricula leading to a bachelor's degree in the University may represent the University in intercollegiate competitions.

The rules of the New England Conference of State Universities and

the Eastern College Athletic Conference shall apply as minimum standards governing eligibility for intercollegiate competitions in athletics. Attention is also directed to Section E8 of these regulations.

2. *Intramural Activities*

Ordinarily all regular students are eligible to participate in intramural activities. The decision as to whether or not unclassified students shall participate in such activities is left to those in charge of activities.

H. University Calendar

The Registrar shall determine the dates for the academic calendar in accordance with the following principles:

1. There will be two semesters each year with 70 days of classes plus 6 or 8 days of examinations in each.
2. The first day of classes in the fall semester will be the Wednesday after Labor Day, except when Labor Day falls on September 7, in which case the first class day will be the Tuesday after Labor Day. When Labor Day falls on September 6 or 7, the Saturday after Labor Day will be a regular class day.
3. Thanksgiving recess will extend from 5:50 p.m. on the Tuesday preceding Thanksgiving until 8:00 a.m. on the following Monday, except that when classes begin on September 5, 6, or 7. Thanksgiving recess will begin on Wednesday at 5:50 p.m.
4. Fall semester examinations will never end later than December 23.
5. The intersemester recess will be three weeks in length, plus whatever days remain after examinations are completed in the week before Christmas.
6. Conversion days will be specified by the Registrar in those years when Labor Day falls on September 5, 6, or 7.
7. The first day of classes in the spring semester will be on the Monday after three full weeks of recess inclusive of Christmas and New Years Day.
8. A Spring recess of one week will follow the seventh week of the spring semester.
9. Commencement will be held after noon on the third Sunday following the last class of the spring semester.

I. Miscellaneous

1. *Faculty Absences*

Instructors shall make proper clearance with heads of departments and deans if absence from their classes is necessary.

In case of an instructor's absence from class, a properly qualified substitute should conduct the class in the usual manner. If this is

impossible, careful planning should be made as to how work for the class during the period of absence is to be organized and carried out.

For further regulations on faculty absences, see Trustees' Rules, Article X, section K11.

2. *Scheduling Student Events*

Those responsible for scheduling events which draw students away from classes shall schedule such events so that students' absences will be reduced to a minimum.

3. *Reading Period*

Schools and colleges may authorize the substitution of a reading period for a week of classes in 200's level courses.

4. *Metanoia*

From time to time during the academic year, a day may be devoted to intensive discussion of topics of great concern to the University community. The term "metanoia" is used to refer to those occasions.

There is a "right to Metanoia" which a group or groups within the University community might invoke on not more than one day per month. Regularly scheduled classes are held on Metanoia day. In order to allow for the maximum possible participation, panels, workshops, speakers, and other Metanoia activities should ordinarily be scheduled at times when most students are not in class.

Any group within the University community that wishes to have a topic considered for a Metanoia should request a meeting of the Administrative, Faculty and Student members of the TAFS Committee by notifying the President of the University or the Chairman of the Senate Executive Committee. The Administrative, Faculty, and Student members of the TAFS Committee would have the authority to determine whether or not there is to be a Metanoia Day. The task of planning a Metanoia Day Program would be assigned to an ad hoc committee of faculty and students specifically chosen for the occasion by the authorizing body. The authorizing body would designate one faculty and one student member of this ad hoc committee to be co-chairpersons.

INDEX

Absences, of faculty members, 10, 45, 90
of students, 72
from final examinations, 80, 81
Absent, mark of, and credit following, 80, 81
Academic freedom, 31-38, 58
Academic rank – *see* rank
Academic tenure, 31-38, 44
Academic Vice President, 9, 11, 12, 14, 22, 23
Accounts of the university, 11
Acting President, 11
Adding courses, 71
Administrative organization, 15
Admission of students, 27, 65-69
changes in course requirements for, 65
gifted students, 66
New England Regional Program, 67
summer session, 65
of unclassified students, 68-69
Admissions Committee, 62
Advanced standing, admission with, 67
examinations for, 67
superior high school students, 68
see also transfer students
Advancement, *see* promotion
Advisers, may specify time requirements to be taken, 78
Amendments: senate by-laws, 65
trustee by-laws, 58
Appeals from decisions of deans and directors, 10, 12, 14, 15
Applicability of degree requirements, 74
Appointment of staff, 8, 26, 27
terms to be in writing, 33, 34
Arrangement, credit and hours by, 70
Assistant professors, qualifications, 43
Associate professors, qualifications, 44
Athletics, eligibility to compete in, 89, 90
Attending courses, 81, 82
by staff members, 50
without credit, 70
Auditing courses, by staff members, 50
by students, 70

Bachelor's degree, requirements for, 72-76
with distinction, 86, 87
Ballots for senate elections, 17-20
Board of trustees – *see* trustees, board of
Branches of the university, tenure at, 31-34
establishment of, 56
Budgets, preparation of, 10
presentation to trustees, 10
Business functions of the university, 10-13
Business office, 11, 12, 13

Calendar, regulations for, 90
Catalog, university, 10
applicability of requirements of, 74
Centers, 29
Chairman, board of trustees, 7
Change of school, 78
Cheating, 79
Choice of studies, 76f.
Christmas vacation, 90
Class schedule, 27
Classification of students, 79
Colleges – *see* schools and colleges
Commencement, date, 90
degrees conferred at, 76
exercises, 58, 76
recognition of retiring staff members at, 39
who may participate in exercises, 76
Committee of three, 35, 36, 38, 50, 51
Committees, of the board of trustees, 7, 56
of divisions, 25
of schools and colleges, 24
of the university senate, 10, 21, 35-38, 61-64
Communications to board of trustees, how handled 8, 9, 52
Consulting work by staff members, 50
Continuing Education Services, 28
Continuous tenure – *see* academic tenure
Contract for advanced course in ROTC, 78-79
Contracts under jurisdiction of controller, 52
Controversial matter, treatment in teaching, 31, 32
Copyrights, 55
Corporate authority of the university, 6
Council, president's 16
provost's, 9, 16
Counseling of students, 27
Counsellors: may specify time for requirements, 78
and mid-semester marks, 81
Course credit by examination, 77-78
Courses: adding and dropping, 71-72
by arrangement, 70-71
changes in requirements for admission, 65
numbering system, 76
prerequisites, 76-77
registration for, 69-72
repeating, 71
requirements for major students, 73, 78
requirements met at specified times, 78
time limit on, 74
Credit: by arrangement, 70-71
by advanced standing, 67-68
for courses taken by staff members, 50
by examination, 77-78
for failed courses, 80
for incomplete courses, 80, 81
for laboratory work, 71, 77
permitted in a semester, 69, 79
for special topics and problems courses, 70
by transfer, 67-68
for war service, 81
extension, 69
Curricula and courses committee, 62, 63

Data Processing, division of, 14
Deans: appeal from rulings of, 10, 12
functions of, 16, 17, 23
Degrees: conferring of, 76
baccalaureate, 72, f.

93

with distinction, 86, 87
requirements for, 72-76
second, 74
Department head
responsibility for apparatus, etc., 52
responsibility for promotion of staff, 44, 45
responsibility for staff loads, 49, 50
Departments, 29, 30
functions, 30
meetings, 30
membership, 29-30
officers of, 30
not to set course requirements, 73
Dining halls, 13
Diplomas: when dated, 76
Directors
of divisions, 20, 21
institutes and centers, 29
Discrimination, 52
Dismissal: of professional staff, 34-38
of students for poor scholarship, 83-86
Dismissed students, readmission of, 84-86
Dissent, policies on, 58
Distinction, degrees with, 86-87
Distribution requirements for undergraduate degrees, 74-75
Divisions of the university, 24-29
business office, 13
committees, 25
continuing education services, 28
data processing, 14
functions, 25
health service, 25-26
housing and food services, 13
intercollegiate athletics, 26
membership, 24-25
minutes and reports, 25
national defense training, 26
officers, 24
personnel services, 13
physical plant, 13
purchasing and warehousing, 13
security, 14
student personnel, 27-28
university library, 28-29
Dropping courses, 71-72

Eight-year rule, 74
Elections, senate, 17-20
executive committee, 21
nominating committee, 62-63
Eligibility: for participation in collegiate activities, 89-90
for 200's courses, 76-77
for 300's courses, 76-77
Emeritus members of staff, 39-40
Employment of students, 27
Engineering, school of, maximum credits in, 70, 79
credits required for degree, 72-73
English requirement, 75
Entrance requirements, *see* admission
Examinations: absence from semester, 82
for advanced standing, 67-68
for course credit, 77-78
without credit, to meet requirements, 74
distinction, 87
excuse from final, 82
proctoring, 83
semester, 82-83
for students entering war service, 81
Executive committee, senate, 20, 21
Exemptions from degree requirements, 73, 74
from prerequisite courses, 76, 77
Expulsion of students, 9, 83-84
Extension courses, 65
Extra compensation of staff members, 46, 48-49, 50

Facilities of the university, assignment of, 9, 52
Faculty: absence from classes, 48, 49, 90-91
academic freedom, 31-38
appointment of, 6, 8, 30, 33-34
assignment of duties, 49, 50
of colleges, 22
committees, 8
contracts by, 52
of graduate school, 22
leaves of absence, 45-49
promotion, 6, 40-45
reappointment of, 6
relationship to trustees, 8, 52
retirement, 38-40
of schools, 22
selection of, 9, 11
tenure of, 26-38, 44
termination of service, 34-38
time of, how used, 48-50
Faculty standards committee, 61
Failed courses, repetition of, 80
Fees: adjustment by board of trustees, 7
for late registration, 69
non-resident, waiving of, 67
Final examinations, *see* semester examinations
Freedom, academic, *see* academic freedom
Full-time students, 69
Funds, due university, 12, 13, 52

General assembly, president official representative before, 9
Gifted students, admission of, 66
Grades, *see* marks
Graduate school, faculty of, 22
Graduating students, recommended to the trustees, 8
Graduation: requirements, 72-76
with distinction, 86-87
Grievance procedures, 50-52
Growth and development committee, 61, 63

Health report, required for admission, 65
Health service, division of, 25-26
High school, superior student program, 68
Honors, scholastic, 86-89
degrees with distinction, 86-87
honor list, 86
honors, 88
Honors program, 89

Housing and food services, division of, 13
Housing of students, 27

Incompetence, charges of, 37
Incomplete work: credit following, 80-81
due to war service, 81
marks of, 80-81
Insignia of university, use of, 52
Inspectors of election, university senate, 17
Institutes, 29-30
Instructors, qualifications of, 43
Intercollegiate athletics: division of, 26
eligibility for, 89-90
Interpretation of laws and by-laws, 10, 12
Intoxicating liquor, use of, 57
Intramural activities, 90
Inventions, 53, 54-55
Inventories: reported by vice president for financial affairs, 12
responsibility of departments, 30
responsibility of schools and colleges, 23

Laboratory credits, 71
Late registration, 69
Leaves of absence: military, 47-48
other regulations, 48-49
sabbatical, 45-47
sick leave, 48
student, 72
without pay, 47
Library division of, 28-29
Liquor, *see* intoxicating liquor
Loads, staff, 49-50
Loans to students, 27
Lower division, definition of, 73, 84, 85

Majors, 78
Mark of Inc.—S, 79-81
Marks:
system for undergraduate courses, 79
Maximum credits permitted in a semester, 69-70, 79
Meetings: of schools and colleges, 23
of senate, 20
of trustees, 6
Metanoia, 91
Mid-semester reports, 81
Military: leave, 47-48
training requirements, 78-79
Minutes: of divisions, 25
of institutes, 29
of schools and colleges, 24
of senate, 20-21

Name of university, use of, 52
Naming of buildings, 52-53
National defense training, division of, 26
Nepotism rule, 50
New England Conference of State Universities standards for athletic eligibility, 89-90
New England Regional Program, 67
New plant varieties, release and dissemination of, 55-56
Nominating committee, senate, 62-63
Nominations for senate membership, 17-18
Notice: of discontinuance of appointment, 34-38
of resignation, 34
of retirement, 38-40
Nursing, school of, credits required for degree, 73

Officers: of administration, 16
of board of trustees, 7
of departments, 30
of divisions, 24
of schools and colleges, 23
of university senate, 20
Oral examinations for seniors, 82
Order of business, board of trustees, 6-7
university senate, 61
Organization of university administration, 15
Orientation requirement, 27
Outside employment, 46-50

Part-time students, 70
Pass-fail grades, 79-80
Patents, 53-55
Permanent tenure, *see* academic tenure
Personnel services, division of, 13
Personnel, division of student, 27-28
Petitions, to board of trustees, 52
Pharmacy, school of, maximum credits in, 69-70
credits required for degree, 73
Physical examination, 25, 65
Physical plant, division of, 13
Placement of students and alumni, 27-28
Plan of Study, 78
Political Office, 32, 48
Plant varieties, new, 55-56
Prerequisite to courses, 76-77
President's council, 16
President, of board of trustees, 7
President of the university, 8-9, 10-15, 16, 17, 23
appointment of, 6
chairman of all faculties, 23
to present certain matters to the board of trustees, 52
Probation for readmitted students, 85
Probationary period, for staff members, 29-30
Proctoring examinations, 83
Professional staff, *see* faculty
Professors, qualifications of, 44
Promotion of teachers, policies on, 40-44
Property of university, responsibility for, 52
Provost, 9-10, 16
and promotion of professional staff, 44-45
survey of student opinion by, 45
Provost's council, 9, 16
Public Safety Division, 13, 14
Purchasing, for the university, 8, 13, 52
Purchasing and warehousing, division of, 13

Qualities desired in teachers, 41-44
Quality point ratios, 67, 69, 81
quality points, 81
number required for honors, 88
number required for retention in the university, 84
Quorum: board of trustees, 6
university senate, 61

Rank, academic, 45
Reading period, 91
Readmission of dismissed students, 85-86
Record vote of university senate, when taken, 20
Records of students, 27
Registration, 27, 69-72
auditors, 70
changes in, 71-72, 78
in courses "by arrangement," 70-71
late, 69
withdrawals, 71, 72
Repeal: of by-laws and rules of the university senate, 65
of laws and by-laws of the board of trustees, 58
Repeating courses, 71
in national defense, 78
Reports: of board of trustees, 7, 8
of divisions, 25
of faculty committees, 24
of the president, 9
of institutes, 29
of schools and colleges, 24
of senate, 20-21
of senate committees, 21, 64
of vice president for financial affairs, 12, 13
Requirements: for academic ranks, 40-45
for admission, 65-69
applicability of, 74
course, time to be met, 78
for undergraduate degrees, 72-76
general, 72-74
Research: activities of staff, how appraised, 45
foundation, 53
for non-university agencies, approval of, 31, 50
responsibility of school and colleges for, 23
Reserve officers training corps, 26, 78-79
Residence, regulations regarding, 57
Residence requirement for bachelor's degree, 73
Resignation of staff members, notice of, 34
Retirement, faculty, 38-40
Rules and regulations of university senate, 65-91

Sabbatic leaves, 45-47
Salary of teachers, policies on, 40-45
Scheduling student events, 91
Scholars, university, *see* university scholars
Scholarships, 27
Scholastic honors, 86-89
Scholastic Standards Committee, 62
Scholastic standing, 79-86
Schools and colleges of the university, 22
committees of, 24
deans of, *see* deans
establishment of, 6
functions of, 22-23
meetings of, 23
membership, 22
minutes and reports of, 24
officers of, 23
secretaries of, 24
Second baccalaureate degree, 74
Secretary: of the board of trustees, 7
of departments, 30
of schools and colleges, 24
of university senate, 20
Semester examinations, 82-83
absences from, 82
length of, 82
number in a day, 82-83
proctoring of, 83
times for, 82
Semester marks and reports, 79-81
Semesters, number of days of classes in, 90
Senate, university, 17-21
changes in by-laws, rules, and regulations, 65
committees, 21, 61-64
elections to, 17-20
eligibility for membership, 17-20
executive committee, 21, 61
functions of, 20
meetings, how scheduled, 20
meetings, rules, 61, 64
meetings, special, 20
membership, 17
minutes and reports, 20-21, 64
nominating committee, 62-63
officers of, 20
order of business, 61
quorum, 61
record votes of, 20
rules and regulations, 65-91
secretary of, 20
standing committees, 21, 61-64
terms of members, 18
Sick leave, 48
Smallpox vaccination required, 65
Social work, school of, 18
Solicitation, 28, 57
Special topics courses, credit limited, 70
Spring vacation, 90
Standing committees of senate, 21, 61-64
Student appraisal for teaching, 45
Student fee, for late registration, 69
Student organizations, 56-57
Student personnel, division of, 27-28
Student representation on senate committees, 61, 62, 63
Student standings, reports of, 79, 81
Student welfare committee, 61-62, 63
Studies, choice of, 76-79
Substitutions: for bachelor's degree requirements, 73-74
for prerequisites, 77
Summer session: admission to, 65
Supplies, purchase of, 8, 13, 52
Suspension, of faculty, 38, of students, 9, 83-84

Teaching competence, how appraised, 44-45
Tenure, of university staff, *see* academic tenure
Termination of continuous appointments, 34-38
of probationary appointments, 34

Terms of office, of members of university senate, 18
Thanksgiving recess, 90
Time when course requirements must be met, 78
Time limitation for accepting credits, 74
Time of registration, 69
Transfer of students, from other institutions: with advanced standing, 67-68
Transfer students within the university, 78
Trustee-administration-faculty-student committee, 56
Trustees, board of:
committees of, 7
functions of, 6
meetings of, 6, 7
notices of meetings, 6, 7
officers of, 7
quorum, 6
restriction on purchasing, 8
rules of procedure, 6-7
special meetings, 6,7

Unclassified students, 68-69
University: administrative organization, 15
calendar, 90
catalog, 10, 12
officers of administration, 16
scholars, 88-89
University Budget Committee, 62
University extension courses: credit toward the degree, 73
to meet undergraduate residence requirements, 73
University library, division of, 28-29
Upper division, definition of, 73, 85

Vacations in university calendar, 90
Vaccination required for admission, 65
Vice-chairman, board of trustees, 7
Vice presidents, 11-15
Vocational counseling, 27

War service by students:
mark of Inc.–S, 81
withdrawal from the university for, 81
Withdrawal: from full-year course, 72
from the university, 72